

EPSOM AND WALTON DOWNS CONSERVATORS

Wednesday 5 October 2016 at 6.00 pm

Committee Room 1 - Epsom Town Hall

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

Committee Members

Councillor Liz Frost (Chairman)

Andrew Cooper, Epsom Downs Racecourse (Vice-Chairman)

Councillor Rekha Bansil

Councillor Lucie Dallen

Simon Dow, Horserace Betting Levy Board

Simon Durrant, Epsom Downs Racecourse

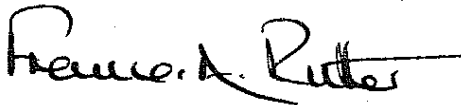
Councillor Robert Foote

Councillor Jan Mason

Nigel Whybrow, Epsom Downs Racecourse

Councillor Clive Woodbridge

Yours sincerely



Clerk to the Conservators

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

AGENDA

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

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 15 June 2016 (attached) and to authorise the Chairman to sign them.

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

To consider any items of interest to the Conservators discussed at recent meetings of the Training Grounds Management Board (TGMB). The Conservators will receive a verbal report informing them of relevant recent business discussed by the TGMB.

3. MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST (Pages 11 - 12)

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

4. REPORT OF THE HEAD DOWNSKEEPER

A verbal report will be given to the Conservators with regard to recent events and works on the Downs.

5. MID-YEAR BUDGET MONITORING (To Follow)

6. PROPOSED EVENTS ON THE DOWNS (Pages 13 - 28)

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

7. ICE CREAM VENDING ON THE DOWNS (Pages 29 - 34)

This report presents a request from an ice-cream vendor to trade on Epsom Downs.

8. REVIEW OF METAL DETECTING LICENSES ON THE DOWNS (Pages 35 - 36)

This report provides a review of the number of metal detecting licences available for Epsom Downs.

9. MEMORIAL POLICY FOR THE DOWNS (Pages 37 - 44)

This report introduces a new Memorial Policy for Epsom & Walton Downs.

10. MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE (To Follow)

To consider any issues arising from the meeting of the Epsom and Walton Downs Consultative Committee held on 26 September 2016.

11. OUTSTANDING REFERENCES (Pages 45 - 48)

This report lists references to Officers outstanding as at 5 October 2016.

12. DATES OF MEETINGS IN 2017

It is suggested that the Conservators agree the dates of all normal meetings to be held in 2017, and that these be held on:

Wednesday 18 January 2017 at 18.00 hours

Wednesday 19 April 2017 at 18.00 hours

Wednesday 14 June 2017 at 18.00 hours

Wednesday 4 October 2017 at 18.00 hours

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 15 June 2016**

PRESENT -

Councillor Liz Frost (Chairman); Andrew Cooper (Epsom Downs Racecourse) (Vice-Chairman); Councillor Rekha Bansil, Simon Dow (Horserace Betting Levy Board), Simon Durrant (Epsom Downs Racecourse), Councillor Robert Foote, Councillor Jan Mason, Nigel Whybrow (Epsom Downs Racecourse) and Councillor Clive Woodbridge

In Attendance: Conor Morrow (Lower Mole Countryside Management Service)

Absent: Councillor Lucie Dallen

Officers present: Sam Beak (Downs Manager), Bob Harding (Head Downskeeper), Tim Richardson (Democratic Services Officer), Michael Smith (Chief Accountant), Samantha Whitehead (Streetcare Manager) and Simon Young (Head of Legal and Democratic Services)

1 APPOINTMENT OF CHAIRMAN

It was resolved that Councillor Liz Frost be appointed Chairman of the Conservators to hold office until the first meeting of the Conservators held after the Annual Meeting of the Borough Council in May 2017.

2 APPOINTMENT OF VICE-CHAIRMAN

It was resolved that Mr Andrew Cooper be appointed Vice-Chairman of the Conservators to hold office until the first meeting of the Conservators held after the Annual Meeting of the Borough Council in May 2017.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Conservators held on 13 April 2016 were agreed as a true record and signed by the Chairman, subject to the following amendment (highlighted in **bold and underline**) to the first sentence of Minute 37 a) of that meeting.

“The Conservators noted that the introduction of the **request** that dogs be held on a lead whilst on the Downs before noon daily had been highly successful.”

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

The Conservators received a report providing updates on items considered by the Epsom and Walton Downs Training Grounds Management Board (TGMB). The following matters were considered:

- a) Number of horses in training on the Downs. The Conservators were informed that there were currently around 150 horses in training on the Downs, but that in the view of the TGMB a total of 200 were required for long-term sustainability of the training facilities. A steering group had been created by the TGMB to consider the issues surrounding the use of the Downs for racehorse training, and to identify actions to address them.
- b) Hatched area at the foot of Walton Downs. The Conservators noted that the TGMB had found no reason to change its view that the hatched area was not currently suitable for hack riding, but had set up a small group to further look at the matter.
- c) Cars on the roadway outside the Rubbing House. Cars parked on the road outside the Rubbing House were creating difficulties for some racehorse trainers using the Downs. The Conservators noted that a previous planning application by the Rubbing House to alter the parking arrangements in the area had been refused by the Borough Council. It was noted that Epsom Downs Racecourse would contact the Borough Council's Planning department to discuss the issue further.

5 MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST

- a) Dog control on the Downs. The Conservators received a written update on dog control on the Downs, and considered a proposal to provide custom printed dog waste bags to dog walkers on the Downs, to further strengthen the request that dogs be held on a lead prior to noon daily.

Following consideration, the Conservators approved the purchase of 10,000 custom printed dog waste bags, at a cost of £300.

- b) Hack sand track, foot of Walton Downs. The Head of Legal and Democratic Services informed the Conservators that further contact with the Horserace Betting Levy Board (HBLB) had not been received. The Vice Chairman informed the Conservators that following the discussion of the matter at the last meeting, he had not been able to locate a copy of the map which accompanied the HBLB grant for renovations to horse walks on the Downs. It was noted that the Head of Legal and Democratic Services would continue correspondence with the HBLB with regard to the track.

6 REPORT OF THE HEAD DOWNSKEEPER

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

- a) Post Derby clean-up. The Conservators were informed that the post-Derby clean-up had been very successful, and an improvement on previous years. A new contractor had been used by the Racecourse to manage glass collection, and had been very effective.
- b) Anti-social behaviour in the woods adjacent to the Derby gypsy site and other anti-social activity reported during the Derby festival. The Conservators expressed significant concern at the reported anti-social behaviour which had occurred during the Derby Festival. The woods adjacent to the Derby gypsy site had again been used as a toilet during the Derby period by some members of the gypsy and traveller community. Racehorse trainers had reported that dogs had been tied to the fencing of the gypsy site adjacent to a main access route onto the Downs for racehorses, which created a significant health and safety risk for riders. Other issues had also been reported by local residents, including 3 abandoned/burnt-out cars.

The Council's Streetcare Manager and Head of Operational Services had met with the Gypsy and Traveller Site Manager with regard to these issues as soon as they became apparent. This had resulted in the dogs being moved from where they were being held, and some other matters being resolved.

It was noted that a full review of the arrangements for the 2016 Derby festival and Gypsy site would be held by the Chairman and Clerk of the Conservators with Surrey Police and Epsom Downs Racecourse. This would consider the issues reported, and a report would be presented to a future meeting of the Conservators regarding actions for future years.

7 FINAL ACCOUNTS 2015/16

The Conservators received a report providing the final accounts for the financial year 2015/16.

The Conservators were informed that expenditure exceeded income by £8,595, leading to a reduction in the working balance of the same amount. Gross expenditure for the year had been £10,233 below the original budget, with the main savings being reduced grounds maintenance charges and no expenditure being incurred against ecological surveys. A working balance of £56,259 had been carried forward to the 2016/17 financial year.

Following consideration of the report, the Conservators:

- (1) agreed the final accounts for 2015/16 subject to external audit;

- (2) accepted the Statement of Accounts and the Annual Governance Statement as set out in sections 1 and 2 of Annexe 3 to the report;
- (3) confirmed that the arrangements for internal audit as set out in the report were effective for auditing purposes;
- (4) authorised the Chairman and Clerk to sign the Statement of Assurance on their behalf.

8 ISSUES ARISING FROM THE DERBY RACE MEETING

The Conservators received a verbal report from Simon Durrant on matters arising from the 2016 Derby festival. The Conservators received an update on the following matters:

- a) Early arrival of contractor to build marquee near Tattenham Enclosure. It was noted that a third party contractor had arrived at the Tattenham Enclosure prior to the approved date to deliver and erect a marquee. Epsom Downs Racecourse had sought permission for the materials to remain on site until the approved date for construction, and this had been granted by the Conservators. However, the contractor had commenced construction of the marquee without consent.

Following intervention by the Conservators and the Race Course, construction halted and the site was secured until the agreed construction date. Simon Durrant thanked the Conservators for their understanding with regard to this matter and informed the meeting that the contractor had been strongly reprimanded regarding the issue.

- b) Success of the Derby. The Conservators were informed that Epsom Downs Racecourse viewed the Derby Festival as having been successful, and that most arrangements had gone very well. Simon Durrant informed the Conservators that a public disorder incident had occurred on the Hill, and that this would be reviewed with the Police. Epsom Downs Racecourse had also created a steering group to consider the future arrangements for the Hill, including ways to increase its use by families.

The Conservators received the update from Simon Durrant and requested that in future years, this item of business be renamed as "Matters of interest arising from the Derby Race Meeting".

Note: further matters relating to the Derby Race Festival 2016 are detailed in Minute number 6 above.

9 OUTSTANDING REFERENCES

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

The following matters were considered:

- a) Habitat Management Plan. Conor Morrow informed the Conservators that soil scrapes to increase the habitats suitable for Small Blue Butterflies on the Downs had been successful in increasing their numbers. A recent survey by Sarah Jeffcote from Butterfly Conservation had recorded 50 Small Blue Butterflies on the Golf Course and 70 on the other parts of the Downs.
- b) Surface material of Golf Course pathways. The Streetcare Manager informed the Conservators that Epsom Golf Club had reported that the surface of the new pathways created near the 1st and 11th holes of the Golf Course had suffered during the continued heavy rain.

The Golf Course was considering alternative surface materials for the paths, and the Conservators agreed that the Streetcare Manager be authorised to agree a new material if a suitable proposal was submitted by the Golf Course.

- c) Memorial Policy. The Conservators noted that a report presenting a Memorial Policy for the Downs would be presented to their October meeting. This would present a Policy with regard to memorial benches and other items on the Downs for consideration. It was noted that the report would not present a full review of benches and seats on the Downs, but that if the Conservators considered that such a review should be undertaken, it could be done for a future meeting. It was agreed to consider the Memorial Policy at the next meeting prior to deciding whether a wider review of seating should also be undertaken.

The meeting began at 6.00 pm and ended at 7.07 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

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MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST

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

REPORT SUMMARY

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

1 Hack sand track, foot of Walton Downs – Minute 5 b)

1.1 The Conservators will receive a verbal update regarding this matter.

2 Matters arising from the Derby race meeting – Minute 6 b)

2.1 The Chairman and Clerk met with Inspector Jackie Elkins and Simon Durrant on 24 August to consider the issues discussed at the last meeting of the Conservators with regard to this year's Derby festival.

2.2 The meeting discussed matters relating to Epsom Town Centre, the Derby Gypsy caravan site and arrangements for the Hill and the fairground. The meeting also noted and considered the impact of the reported incidents of public disorder and antisocial behaviour on the Downs and in Langley Vale.

2.3 The following actions were agreed:

2.3.1 To hold a community meeting in Langley Vale prior to the 2017 Derby, with all local residents invited to attend. The purpose of the meeting would be to inform and provide reassurance to residents regarding the arrangements for the 2017 Derby Festival (such as the traffic plan and parking restrictions), and reinforce the importance of reporting incidents to Surrey Police, and how to do so. Epsom Downs Racecourse, Surrey Police and the Chairman of the Conservators confirmed that they would be able to attend such a meeting.

2.3.2 That additional bins would be provided to Surrey Police for alcohol confiscated in Epsom town centre.

2.3.3 That street cleansing arrangements in Epsom town centre would be reviewed to address litter left on Friday, prior to the peak in arrivals for the Derby on Saturday.

- 2.4 It was also noted that Epsom Downs Racecourse had created a working group to look at the future arrangements for the Hill, and were working closely with Surrey Police.

PROPOSED EVENTS ON THE DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
Urgent Decision?	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Event route maps <u>Annexe 2</u> - Calendar of events
<u>Other available papers</u> (not attached):	Event Management Strategy agreed on 27 June 2011 Charging Policy for Events agreed on 28 June 2012 Review of Events on the Downs agreed on 23 January 2014 Review of Fees and Charges for Events on the Downs January 2016

REPORT SUMMARY

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

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>(1) That the Conservators consider the following proposals to hold events on the Downs:</p> <ul style="list-style-type: none">• Downs Young Athletes Cross Country League (Sundays 6 Nov, 4 Dec 2016, 19 Feb, 12 Mar 2017)• The 26.2 Road Runners Club Cross Country Rub (Saturday 12 November 2016)• The 78th Pioneer Run for Veteran Motorcycles (Sunday 19 March 2017)• North Cheam Baptist Church Easter Sunday Service (Sunday 16 April 2017)• Rotary Club Of Banstead Sponsored Walk (Sunday 7 May 2017)	

<ul style="list-style-type: none"> • Round the Borough Bike (Sunday 14 May 2017) • Cancer Research UK: Race For Life (Sunday 25 June 2017) • Round the Borough Hike (Saturday 2 September 2017) <p>and decide whether they wish to grant approval for these events.</p> <p>(2) That the Conservators note the Calendar of Events for 2016/17.</p> <p>(3) That the Conservators note the fees and charges to be applied to each event subject to the event being approved.</p>	
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1 Event Applications

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

1.2 All applications have been made by organisations which have run the same or similar events in previous years. The table below details these events.

Event	Organiser	Date	Time	No. of participants	Category of event	No. of years held on the Downs
Cross Country League	Downs Young Athletes	Sunday 6 Nov 2016	10.00 – 13.00	50-60	A	30+
Cross Country Run	26.2 Road Runners Club	Saturday 12 Nov 2016	14.00 – 17.00	300	B	Multiple
Cross Country League	Downs Young Athletes	Sunday 4 Dec 2016	10.00 – 13.00	50-60	A	30+

Cross Country League	Downs Young Athletes	Sunday 19 Feb 2017	10.00 – 13.00	50-60	A	30+
Cross Country League	Downs Young Athletes	Sunday 12 Mar 2017	10.00 – 13.00	50-60	A	30+
78 th Pioneer Run	Sunbeam MCC	Sunday 19 Mar 2017	06.00 – 13.00	360	S	77
Easter Sunday Service	North Cheam Baptist Church	Sunday 16 April 2017	06.45 – 07.45	150	U	30+
Sponsored Walk	Rotary Club of Banstead	Sunday 7 May 2017	08.00 – 16.00	60	A	20+
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 14 May 2017	10.00 – 14.00	100-200	B	4
Race For Life	Cancer Research UK	Sunday 25 June 2017	05.00 – 16.00	2500	D	9
Round the Borough Hike	Epsom & Ewell Borough Council	Saturday 2 Sept 2017	12.00 – 14.00	Up to 100	A	5

- 1.1 The Pioneer Run has been rated as category S (see table above) as it takes place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators. The event does however use car parks on the Downs and is subject to a hire charge.
- 1.2 The North Cheam Baptist Church Easter Sunday Service has been rated as category U as it is expected to have very little disruption if any to the Downs or other users.
- 1.3 The Rotary Club of Banstead Sponsored Walk, the Round the Borough Hike and Downs Young Athletes Cross Country League events are expected to have very little if any impact on the Downs and other users of the Downs, and so have been rated as category A.

- 1.4 The Round the Borough Bike and the 26.2 Road Runners Club Cross Country Run events are expected to attract a larger number of participants and so have been rated as category B. Both events have previously taken place on the Downs.
- 1.5 The Race for Life event has been rated as category D and has run on the Downs previously for the last nine years. Specific meetings are held with the Downskeepers, the Racecourse and the trainers to ensure minimal disruption and impact on the Downs.
- 1.6 The Downskeepers and Simon Dow have been consulted and no comments or concerns have been received. The important matter of staying on designated paths and not straying onto Training Grounds will be stressed to all organisers.
- 1.7 All organisations have sent through the necessary paperwork, which includes copies of their public liability insurance and risk assessments. Maps of each route for the events are attached at Annexe 1.

2 Calendar of events

- 2.1 The calendar of forthcoming events is attached at Annexe 2. The events shown in **bold and underline** are for consideration by the Conservators at this meeting.
- 2.2 The Event Management Strategy sets out suggested limits on the number of events to be held on the Downs each year, and these are detailed in the tables below, alongside the number of events currently approved and those waiting to be approved:

Category	No of Events currently approved April 2016 – March 2017	No of Events waiting to be approved April 2016 – March 2017	Total no. of events if approved	Suggested Limit
A	3	4	7	10
B	1	1	2	10
C	2	0	2	5
D	1	0	1	On Application
S	0	1	0	On Application
U	11	0	11	On Application

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

3 Future Events

- 3.1 At the meeting on 20 January 2016, the Conservators reviewed and updated the charging policy for events on the Downs.
- 3.2 For the purposes of this report, four of the five applications received would be subject to a hire charge and refundable reinstatement bond for the events detailed in the applications. The Round the Borough Hike & Bike events will not be subject to any charge as agreed at the meeting of the Conservators on 7 October 2015.
- 3.3 Following the fees and charges policy, the table below illustrates how the charges will be applied to each of the applicants received:

Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Cross Country League	Sunday 6 Nov 2016	50-60	A	30	25
Cross Country Run	Saturday 12 Nov 2016	300	B	150	25
Cross Country League	Sunday 4 Dec 2016	50-60	A	30	25

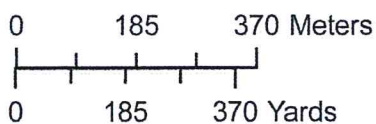
Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Cross Country League	Sunday 19 Feb 2017	50-60	A	30	25
Cross Country League	Sunday 12 Mar 2017	50-60	A	30	25
78 th Pioneer Run	Sunday 19 Mar 2017	360	S	100	25
Easter Sunday Service	Sunday 16 April 2017	150	U	N/A	N/A
Charity Sponsored Walk	Sunday 7 May 2017	60	A	50	25
Round the Borough Bike	Sunday 14 May 2017	100-200	B	0	N/A
Race For Life	Sunday 25 June 2017	2500 + 1,500 spectators/organisers	D	2000	200
Round the Borough Hike	Saturday 2 Sept 2017	Up to 100	A	0	N/A

4 Conclusion and Recommendations

- 4.1 The Conservators are asked to consider the full event applications that have been received and to note the 2016/2017 Calendar of Events.
- 4.2 The Conservators are also asked to note the charges to be applied to each event subject to approval being granted.

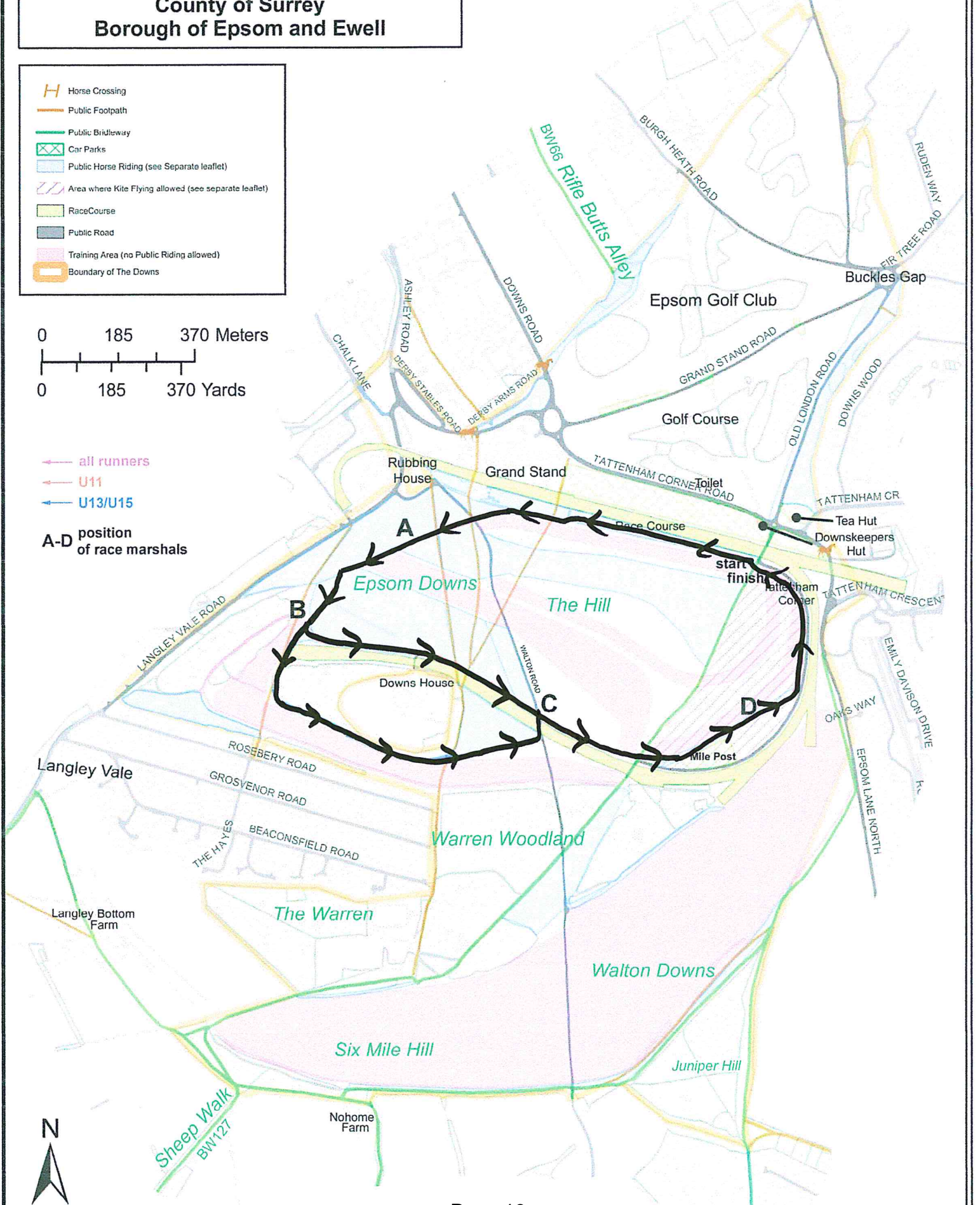
Epsom and Walton Downs Regulation Map
County of Surrey
Borough of Epsom and Ewell

-  Horse Crossing
-  Public Footpath
-  Public Bridleway
-  Car Parks
-  Public Horse Riding (see Separate leaflet)
-  Area where Kite Flying allowed (see separate leaflet)
-  Race Course
-  Public Road
-  Training Area (no Public Riding allowed)
-  Boundary of The Downs



-  all runners
-  U11
-  U13/U15

A-D position of race marshals



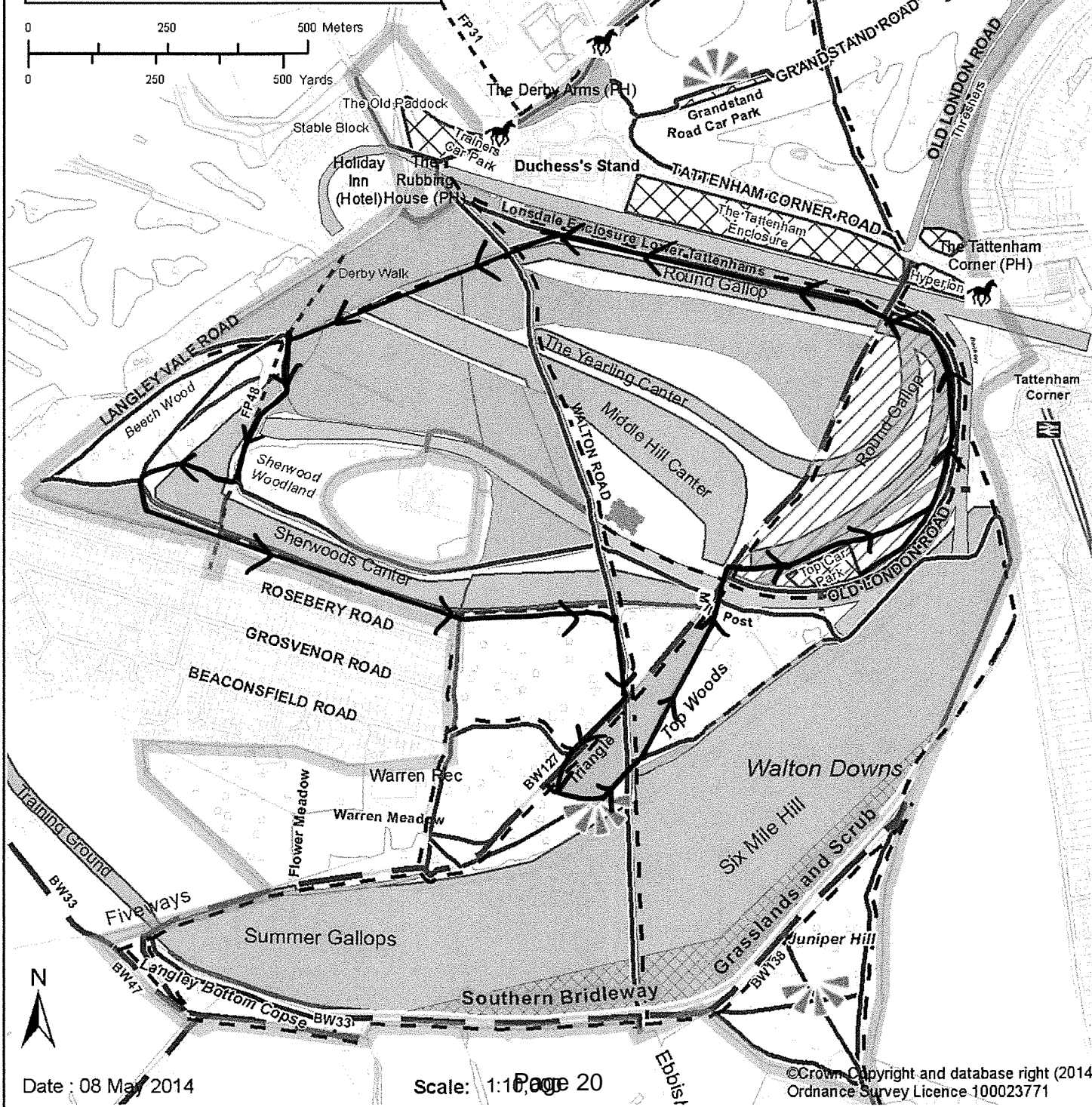
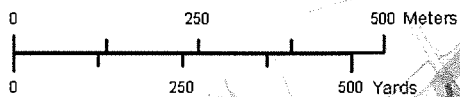
26.2 Road Runners Club



Epsom and Walton Downs Information Map

AGENDA ITEM 6
ANNEXE

- Horse Crossing
- View Point
- Underpass
- Public Footpath
- Public Bridleway
- Boundary of The Downs
- Cycle Route
- Racecourse Crossing Point
- Hack Ride
- Hack Ride - Afternoon only Route
- Sand Track (afternoons only)
- Car Parks
- Public Road
- EDMAC Radio Controlled Pilots Pegboard and meeting point
- Public Horse Riding
- Area where Kite Flying allowed
- Racecourse - No entry to Public
- Hatched Area
- Training Area (no Public Riding allowed)

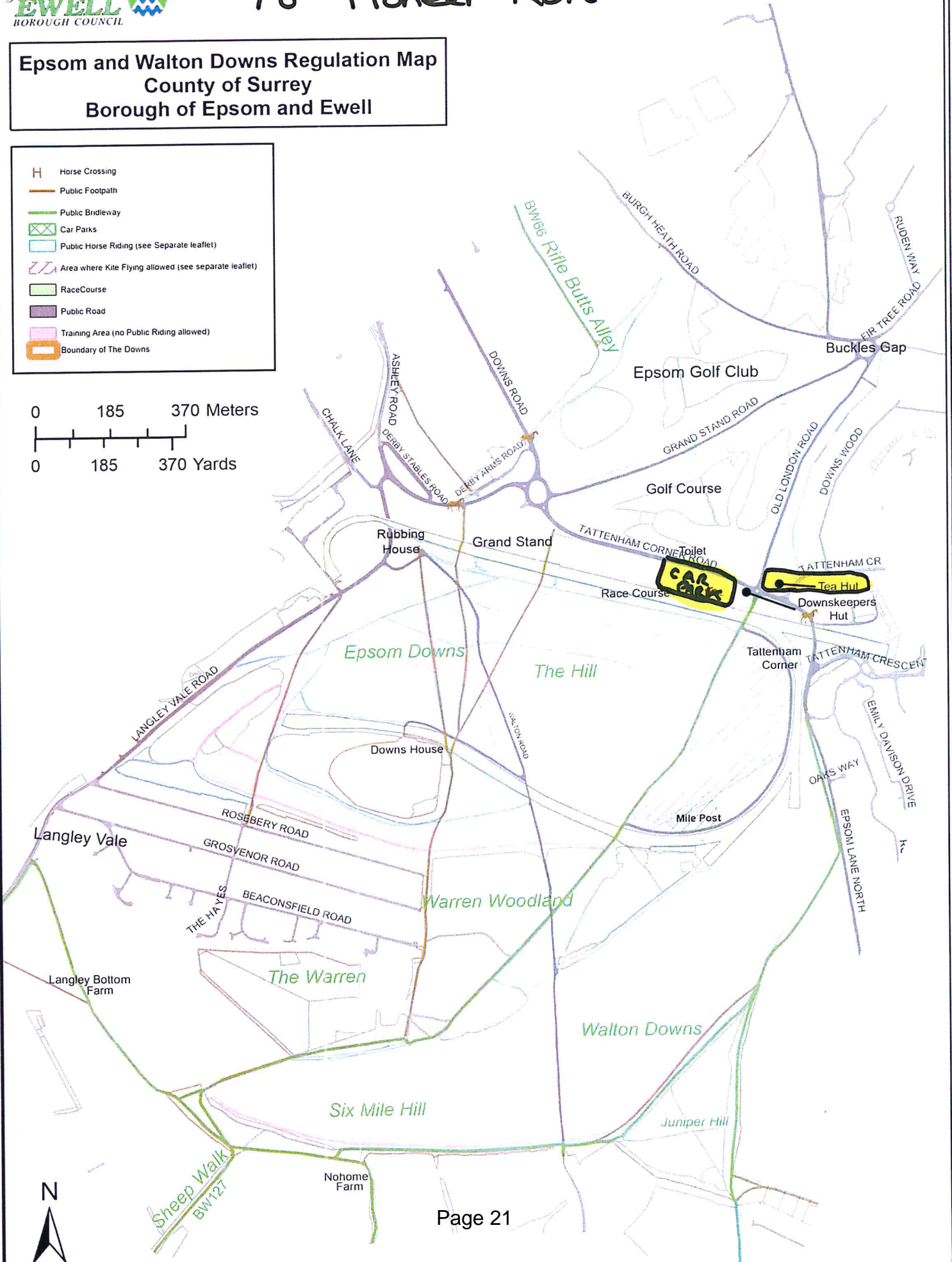
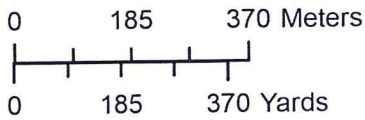






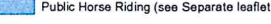

78th Pioneer Run

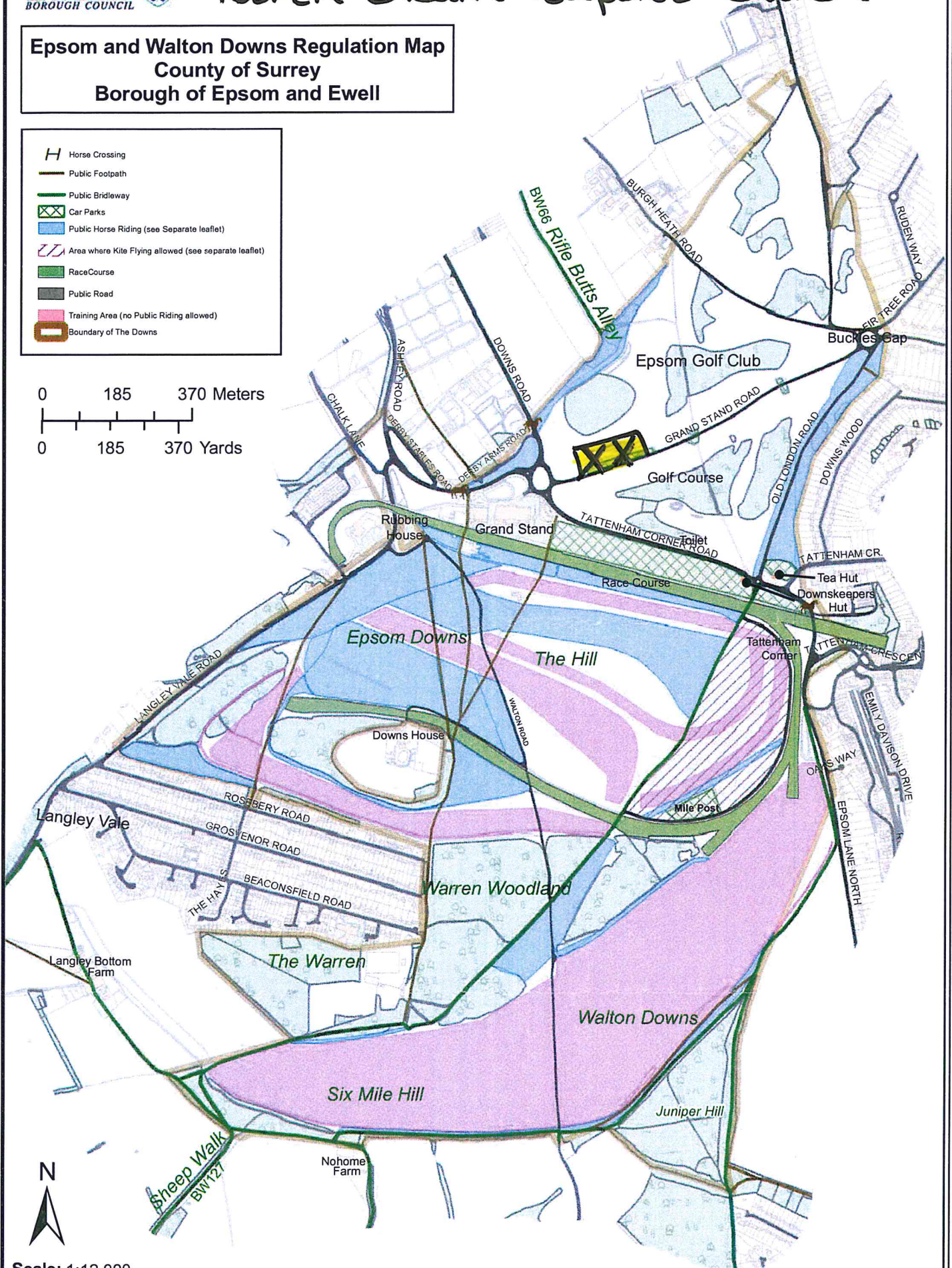
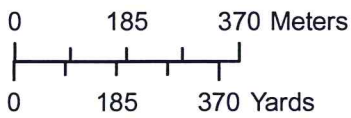
Epsom and Walton Downs Regulation Map
County of Surrey
Borough of Epsom and Ewell

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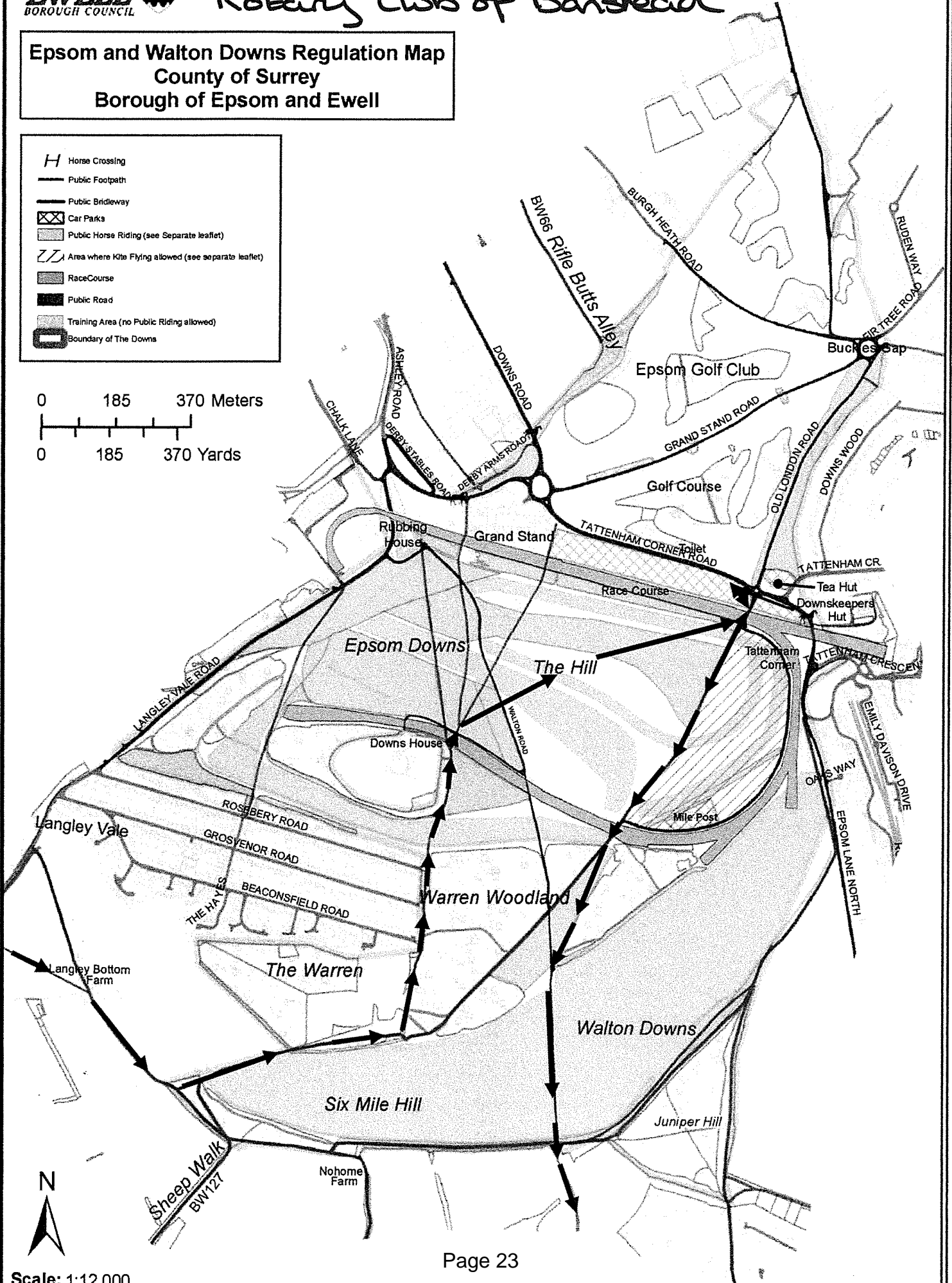
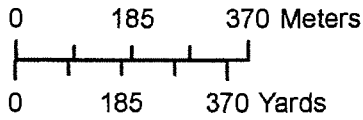


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Epsom and Walton Downs Regulation Map
County of Surrey
Borough of Epsom and Ewell

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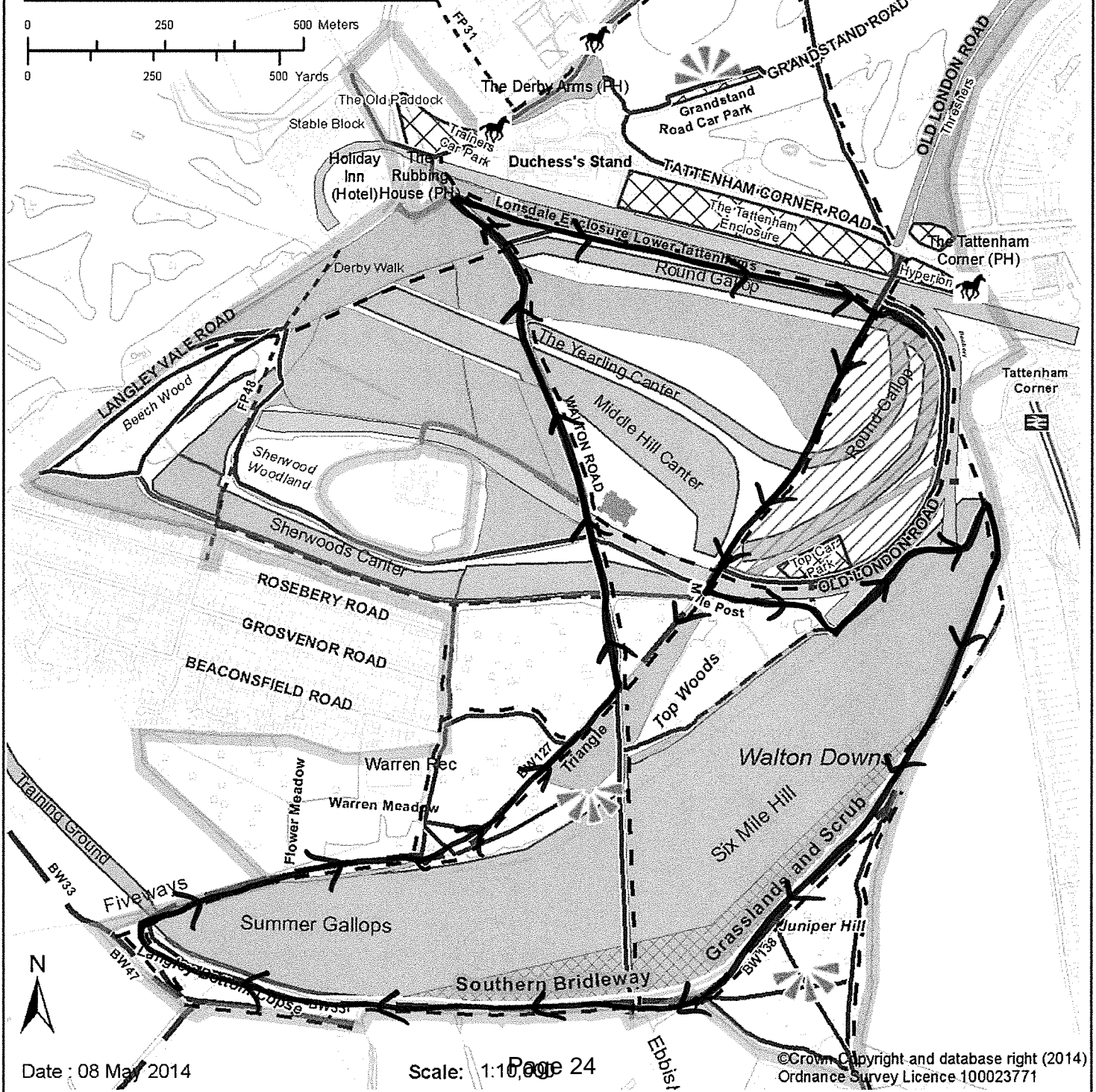
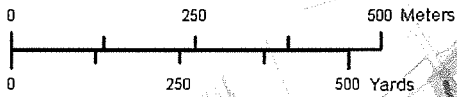
ROUND THE BOROUGH BIKE



Epsom and Walton Downs Information Map

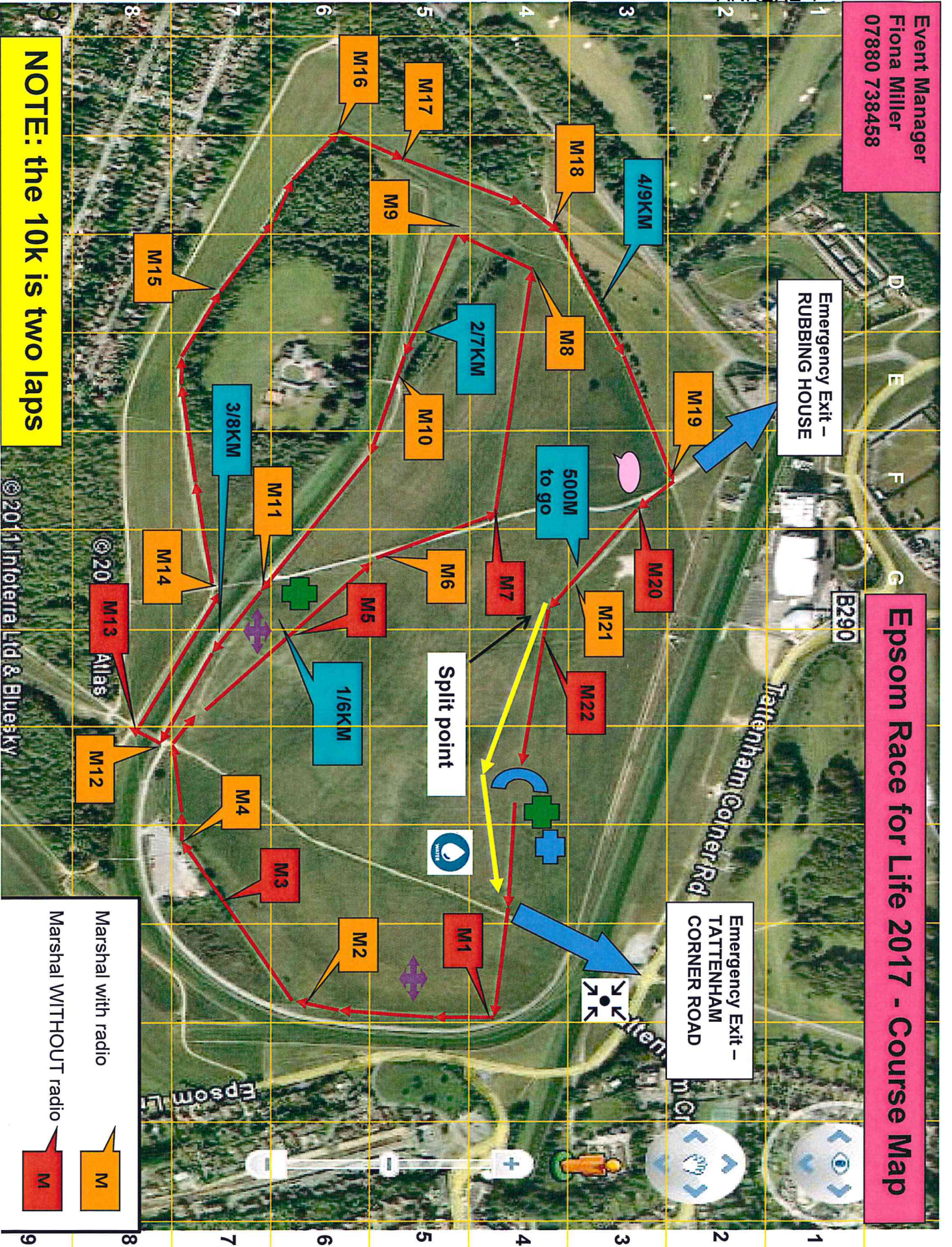
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Event Manager
Fiona Miller
07880 738458

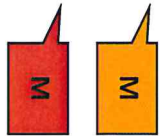
Epsom Race for Life 2017 - Course Map



NOTE: the 10k is two laps

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Marshal with radio
Marshal WITHOUT radio



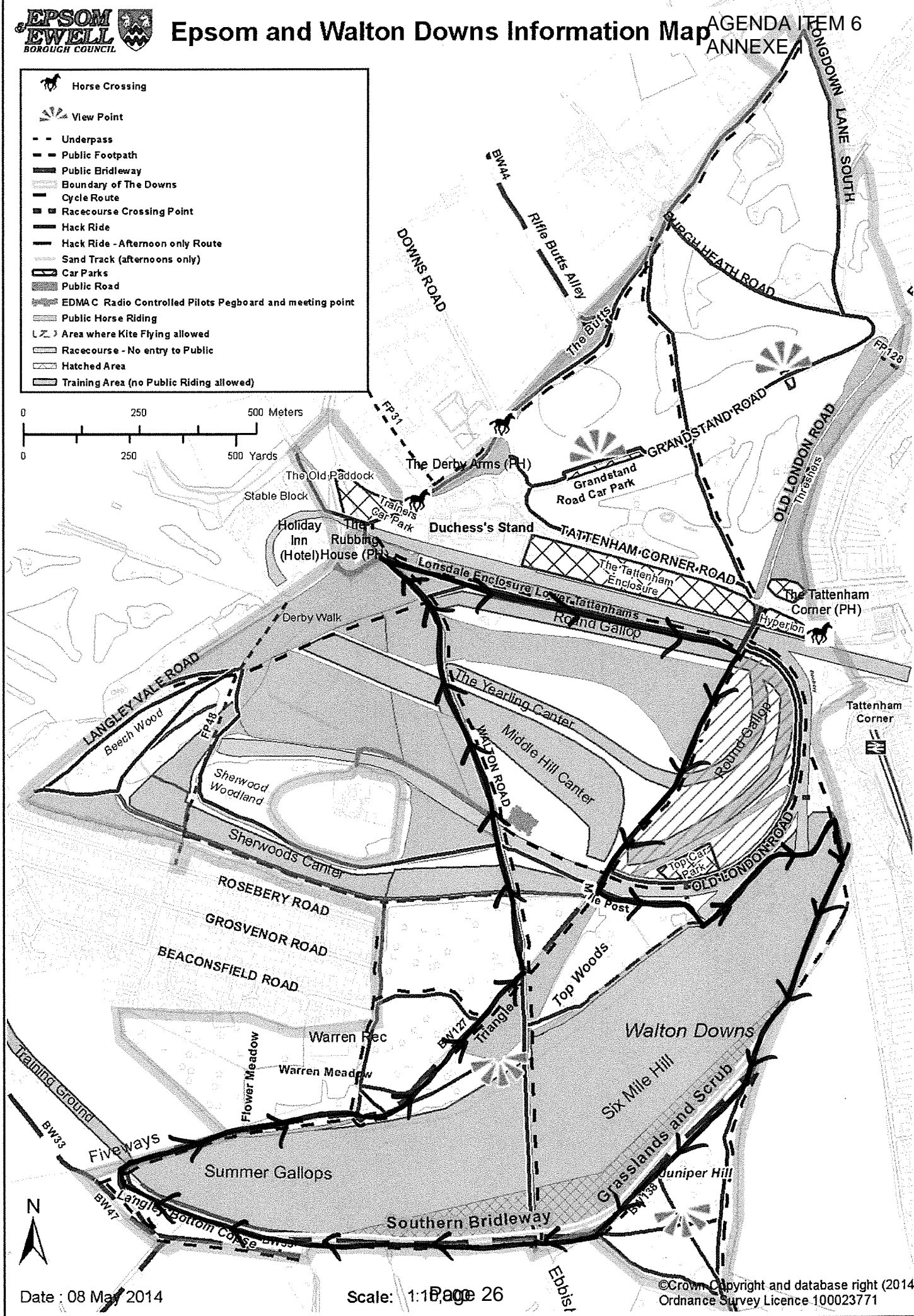
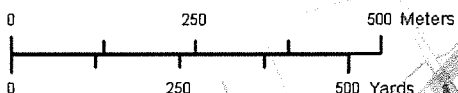
ROUND THE BOROUGH HIKE



Epsom and Walton Downs Information Map

AGENDA ITEM 6
ANNEXE

- Horse Crossing
- View Point
- Underpass
- Public Footpath
- Public Bridleway
- Boundary of The Downs
- Cycle Route
- Racecourse Crossing Point
- Hack Ride
- Hack Ride - Afternoon only Route
- Sand Track (afternoons only)
- Car Parks
- Public Road
- EDMAC Radio Controlled Pilots Pegboard and meeting point
- Public Horse Riding
- Area where Kite Flying allowed
- Racecourse - No entry to Public
- Hatched Area
- Training Area (no Public Riding allowed)



Date : 08 Mar 2014

Scale: 1:10,000

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2016/17 Events Calendar for Epsom & Walton Downs

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/ Spectators	Category of Event	Area affected (Maps provided below)
<u>Cross Country League</u>	<u>Downs Young Athletes</u>	<u>Sunday 06/11/2016</u>	<u>10.00 – 13.00</u>	<u>50-60</u>	<u>30-40</u>	<u>A</u>	<u>Grass/foot paths inside the racecourse and South of Downs House</u>
<u>Cross Country Run</u>	<u>26.2 Road Runners Club</u>	<u>Saturday 12/11/2016</u>	<u>14.00 – 17.00</u>	<u>300</u>	<u>50</u>	<u>B</u>	<u>Grass/foot paths inside the racecourse and South of Downs House</u>
Cross Country	Epsom College	Thursday 24/11/2016	13.45 – 16.15	500	110	C	Walton Road, paths around Downs House, the Hill and paths running parallel to Langley Vale Road
<u>Cross Country League</u>	<u>Downs Young Athletes</u>	<u>Sunday 04/12/2016</u>	<u>10.00 – 13.00</u>	<u>50-60</u>	<u>30-40</u>	<u>A</u>	<u>Grass/foot paths inside the racecourse and South of Downs House</u>
Tadworth 10	Tadworth Athletic Club	Sunday 08/01/2017	09.30 – 14.00	650	50	C	Old London Road, Walton Road crossing Six Mile Hill, Walton Downs leading up to Epsom Lane North
<u>Cross Country League</u>	<u>Downs Young Athletes</u>	<u>Sunday 19/02/2017</u>	<u>10.00 – 13.00</u>	<u>50-60</u>	<u>30-40</u>	<u>A</u>	<u>Grass/foot paths inside the racecourse and South of Downs House</u>
<u>Cross Country League</u>	<u>Downs Young Athletes</u>	<u>Sunday 12/03/2017</u>	<u>10.00 – 13.00</u>	<u>50-60</u>	<u>30-40</u>	<u>A</u>	<u>Grass/foot paths inside the racecourse and South of Downs House</u>
<u>78th Pioneer Run</u>	<u>Sunbeam MCC</u>	<u>Sunday 19/03/2017</u>	<u>06.00 – 13.00</u>	<u>360</u>	<u>250</u>	<u>S</u>	<u>Car Parks near to Downskeepers Hut and Tattenham Corner Road</u>

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/ Spectators	Category of Event	Area affected (Maps provided below)
<u>Easter Sunday Service</u>	<u>North Cheam Baptist Church</u>	<u>Sunday 16 April 2017</u>	<u>06.45 – 07.45</u>	<u>150</u>	<u>4</u>	<u>U</u>	<u>Grandstand Road Car Park</u>
<u>Sponsored Walk</u>	<u>Rotary Club of Banstead</u>	<u>Sunday 7 May 2017</u>	<u>08.00 – 16.00</u>	<u>60</u>	<u>20</u>	<u>A</u>	<u>London Road, 6 Mile Hill, paths alongside Warren Woodland</u>
<u>Round the Borough Bike</u>	<u>Epsom & Ewell Borough Council</u>	<u>Sunday 14/05/2017</u>	<u>10.00 – 14.00</u>	<u>100-200</u>	<u>3</u>	<u>B</u>	<u>Cycle paths and bridleways. The majority of this event takes place elsewhere.</u>
<u>Race For Life</u>	<u>Cancer Research UK</u>	<u>Sunday 25/06/2017</u>	<u>05.00 – 16.00</u>	<u>2500</u>	<u>1500</u>	<u>D</u>	<u>Grass/foot paths inside the racecourse and South of Downs House creating a loop</u>
<u>Round the Borough Hike</u>	<u>Epsom & Ewell Borough Council</u>	<u>Saturday 02/09/2017</u>	<u>12.00 – 14.00</u>	<u>Up to 100</u>	<u>3</u>	<u>A</u>	<u>Public footpaths and bridleways. The majority of this event takes place elsewhere.</u>

Events in bold and underline are subject to approval from the Epsom & Walton Downs Conservators.

REGULATION OF ICE-CREAM VENDING ON EPSOM DOWNS

Report of the: Downs Manager
Contact: Sam Beak
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): Annexe 1 – A map of the proposed locations for Ice-Cream vending on Epsom Downs

Other available papers (not attached):

REPORT SUMMARY

This report presents a request from an ice-cream vendor to trade on Epsom Downs.

RECOMMENDATION (S)

Notes

- (1) That the Conservators consider and approve the request from Mr Perkins, a long-standing ice-cream vendor, to trade on Epsom Downs subject to approval from Epsom & Ewell Borough Council's Licencing Team and the conditions laid out in paragraphs 3.2, 3.3 and 3.4 of this report.**
- (2) That the Conservators note and agree to the two locations from where Mr Perkins may sell ice-cream from his van.**

1 Introduction

- 1.1 In July 2016 the Downs Manager was contacted by Surrey Police regarding conflict between two ice-cream vendors on Epsom Downs. One was located in Grandstand Road Car Park and the other just off the roundabout adjacent to the Downskeepers Hut on Old London Road.
- 1.2 Whilst investigating the situation it became apparent that neither vendors had a valid licence from Epsom & Ewell Borough Council, nor did they have the consent of the Conservators. The Head Downskeeper informed the vendor in Grandstand Road that he was not permitted to sell ice-cream from the location and asked him to leave. It is understood that the vendor did return but on adhoc occasions and each time the Downskeepers have requested that he vacates the area.

- 1.3 On Thursday 18 August, the Downs Manager and a member of Epsom & Ewell Borough Council's Licencing Team, visited the second ice-cream vendor, Mr Perkins. When asked if he had a valid license he confirmed that he did not but that he wanted to apply for one.
- 1.4 The Licencing Officer presented Mr Perkins with the appropriate documents and application form and requested that he submitted the application as soon as possible.
- 1.5 The Downs Manager informed Mr Perkins that he would need the approval of the Conservators in order to continue vending on the Downs and that his application for a license would be subject to such approval from the Conservators.
- 1.6 The Licencing Team have received an application from Mr Perkins but in order for them to process it, approval must first be sought from the Conservators.
- 1.7 Mr Perkins and his family business have been trading on Epsom Downs for over 30 years without objection or problem being reported. He has generally positioned his ice-cream van just off the mini-roundabout on Tattenham Corner Road before the racecourse crossing and also up near Top Car Park. Mr Perkins is well known and thought of by the local community who make a point of visiting the Downs knowing he will be in situ.

2 The Application

- 2.1 Mr Perkins has requested approval to sell ice-cream from his van at numerous locations and roads in and around the Downs. These include Grandstand Road, Tattenham Corner Road, Tattenham Crescent and Old London Road.
- 2.2 Within the Licencing framework Grandstand Road, Tattenham Corner Road and Old London Road (from Buckles Gap Roundabout to the junction of Tattenham Corner Road) are all considered prohibited streets for vending. Old London Road south of the mini-roundabout which crosses and then runs along the inside of the Racecourse is considered an unclassified road and therefore vending is permitted subject to approval.
- 2.3 The times requested are from 11.00 – 20.00, 365 days a year.

3 Legal Implications (including implications for matters relating to equality)

- 3.1 Under the Epsom & Walton Downs Regulation Act 1984 there is a byelaw 2.(i) which states that:

A person shall not, without consent of the Conservators, on the Downs sell or offer or expose for sale or let to hire or offer or expose for letting to hire any commodity or article or provide any service

- 3.2 The Conservators are asked to consider the vending times requested by Mr Perkins in relation to the activity of racehorse trainers. It is suggested that the timings allowed should be amended to 12.00 – 20.00 or closure of the Downs (at dusk), whichever is the earlier. This will avoid any potential conflict with the trainers.

- 3.3 It is further suggested that a condition of the licence should include no use of 'musical chimes' whilst on the Downs and that no vending should take place on any race day held by Epsom Downs Racecourse.
- 3.4 The areas where Mr Perkins may sell ice-cream from his van should be restricted to those as identified at Annexe 1.

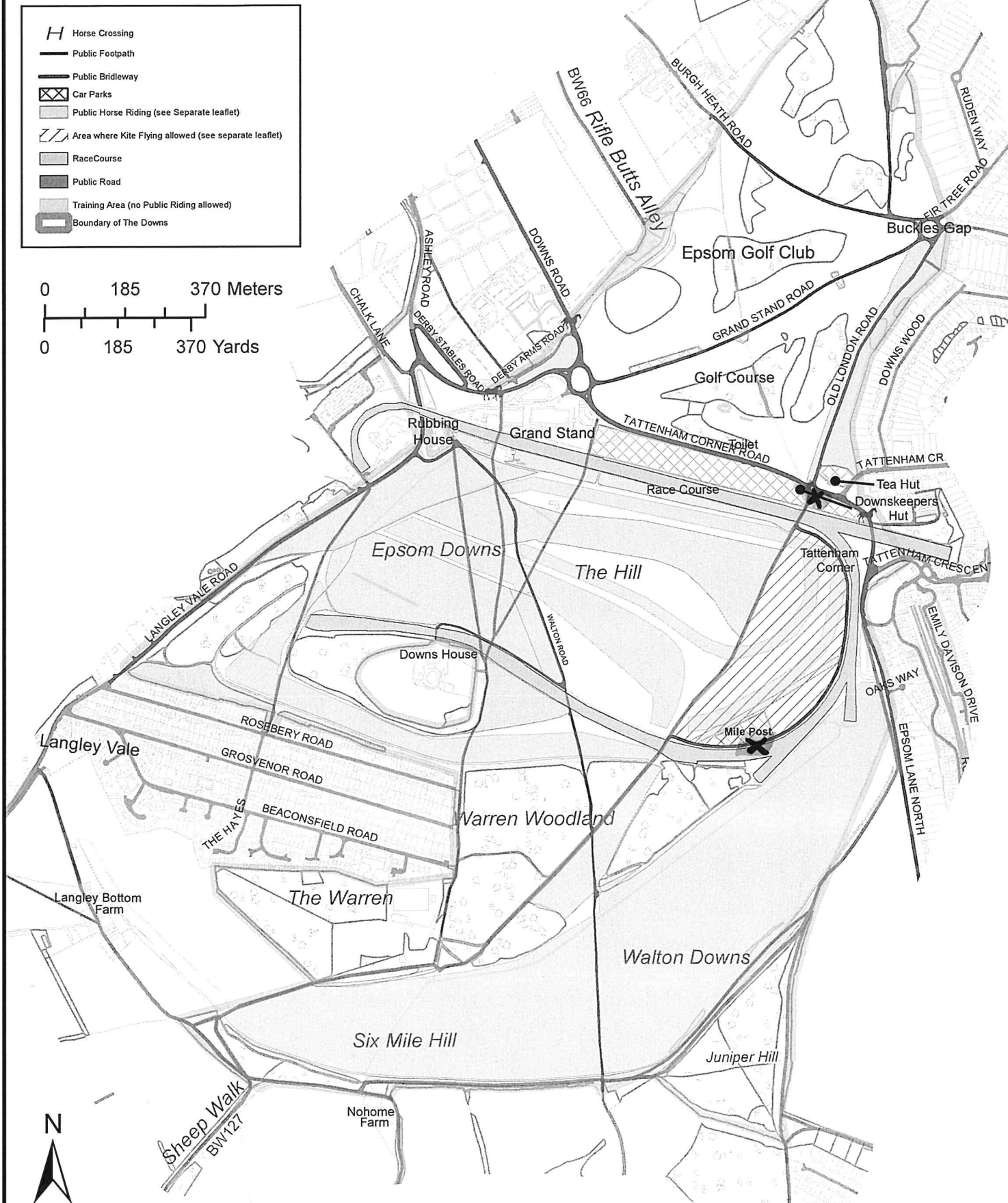
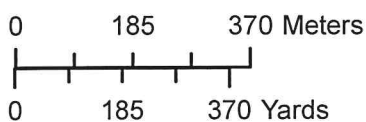
4 Conclusion

- 4.1 An application has been received by Epsom & Ewell Borough Council's Licencing Team from Mr Perkins, an ice-cream vendor. The application requests the permission to vend at multiple locations on and near to the Downs.
- 4.2 Under the Epsom & Walton Downs Regulation Act 1984, there is a byelaw which prevents vending on the Downs without the consent of the Conservators.
- 4.3 It is recommended that approval be granted to Mr Perkins under byelaw 2 (i) subject to the Licencing Team processing and granting his licence, and the conditions laid out in paragraphs 3.2, 3.3 and 3.4 of this report.
- 4.4 This report seeks the approval of the Conservators for Mr Perkins to sell ice-cream from his van at the two locations identified on the map at Annexe 1.

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Epsom and Walton Downs Regulation Map
County of Surrey
Borough of Epsom and Ewell

	Horse Crossing
	Public Footpath
	Public Bridleway
	Car Parks
	Public Horse Riding (see Separate leaflet)
	Area where Kite Flying allowed (see separate leaflet)
	Race Course
	Public Road
	Training Area (no Public Riding allowed)
	Boundary of The Downs



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REVIEW OF METAL DETECTING LICENCES ON EPSOM DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Urgent Decision?</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	Minutes of the Conservators meeting held on 20 January 2016

REPORT SUMMARY

This report provides a review of the number of metal detecting licences available for Epsom Downs.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>(1) That the Conservators note a review of the number of metal detecting licenses available for Epsom Downs during 2016, and agree that the maximum number should remain at 25.</p> <p>(2) That the Conservators agree to review the fee for metal detecting licenses for the 2018 calendar year in October 2017.</p>	

1 Background

- 1.1 At the Conservators meeting on 17 October 2013, it was agreed to increase the annual charge of a metal detecting licence from £20 to £35. This reflected the fact that there had not been any increase for a number of years and the demand for permits remained high.
- 1.2 The number of available permits was capped at 20 and purchases were made on a first come first served basis.
- 1.3 Following the closure of the cash office in October 2015 a new on-line application and payment system was developed. This system went 'live' on Monday 4 January 2016.

- 1.4 The licences were priced at £35 each and are valid until 31 December 2016. All 20 permits were purchased within 2 hours of being made available. If further licenses had been available, these would have been purchased also.
- 1.5 At their meeting on 20 January 2016, the Conservators considered the potential to increase the number of licenses from 20, and noted that whilst a large increase in the number of licenses would also increase concerns that the condition of the Downs could be damaged by inappropriate digging, a small increase would likely not create any problems. The Conservators considered that an increase of 5 licences would be appropriate, but should be reviewed in October 2016 to consider any issues which had arisen as a result.
- 1.6 After re-opening the system to allow a further 5 licenses to be purchased (making a total of 25), only 23 have been bought.
- 1.7 The Downkeepers have not reported any issues with the increase in the number of permits available. The mild weather has resulted in metal detectors regularly visiting the Downs in the last seven months but when approached they all had their permits with them and were not detecting on unauthorised land.
- 1.8 It is proposed that the number of Metal Detecting Licenses available should remain at 25 for future years.

2 Fees and Charges for Metal Detecting Licences in 2017- 2018

- 2.1 At their meeting on 20 January 2016, the Conservators decided to increase the annual charge of a metal detecting licence from £35 to £40 for the calendar year 2017.
- 2.2 It is proposed that the fee for 2018 – 2019 will be reviewed by the Conservators in October 2017.

3 Conclusion and Recommendations

The Conservators are requested to note the review following an increase in the number of metal detecting licences available for Epsom Downs. They are further asked to agree that the number of metal detecting licenses available remain at 25, and to next review the fee for the licenses in October 2017.

MEMORIAL POLICY FOR EPSOM & WALTON DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Memorial Policy for Epsom & Walton Downs <u>Annexe 2</u> – Terms and Conditions of sponsoring a memorial bench on Epsom & Walton Downs <u>Annexe 3</u> – Fees for memorial benches, bird/bat boxes and planting of memorial trees on Epsom & Walton Downs
<u>Other available papers</u> (not attached):	Minutes of the Conservators meeting held on 7 October 2015

REPORT SUMMARY

This report introduces a new Memorial Policy for Epsom & Walton Downs.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>(1) That the Conservators approve the following documents attached as <u>Annexe 1 – 3</u> of this report:</p> <ul style="list-style-type: none">• Memorial Policy for Epsom & Walton Downs• Terms and Conditions of sponsoring a memorial bench on Epsom & Walton Downs• Fees for memorial benches, bird/bat boxes and planting of memorial trees on Epsom & Walton Downs <p>(2) That the Conservators agree to review the Memorial Policy along with the fees and charges in October 2018.</p>	

1 Background

- 1.1 Epsom & Walton Downs does not currently have a memorial policy. Over the past few years a small number of requests have been received for memorial trees or benches on the Downs.
- 1.2 In the absence of any policy the decision has been to turn down such requests to avoid setting any precedence and proliferating the Downs with too many additional trees or benches.

- 1.3 At the Conservators Downs Tour on 21 September 2015 an observation was made that there were not any benches on Epsom & Walton Downs and that perhaps a policy should be considered for having some installed.
- 1.4 At the Conservators meeting on 7 October 2015, the Committee requested that a Memorial Policy be developed which included the opportunity for memorial benches.

2 The Policy

- 2.1 Attached at Annexe 1 is the proposed Memorial Policy for Epsom & Walton Downs.
- 2.2 Also attached at Annexe 2 are the Terms & Conditions for sponsoring a memorial bench on the Downs. The exact locations of each bench is yet to be determined but once confirmed a map identifying the locations for each bench will be made available.
- 2.3 Annexe 3 lists the associated costs for installing a memorial bird or bat box on the Downs.

3 Conclusion and Recommendations

The Conservators are requested to note and approve the proposed Memorial Policy along with the associated fees and charges. They are also asked to agree to review the policy in October 2018.

1. Introduction

The Epsom & Walton Downs Conservators support the needs and principles of allowing memorials upon the Downs, but are also mindful that these facilities have many uses and are enjoyed by a wide range of people. The Conservators will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

2. Objectives of the Policy

This policy has been produced with the following guiding principles:

- 2.1. To be respectful, sympathetic and easily understood by customers
- 2.2. To balance the sometimes contrasting needs of a variety of Downs users.
- 2.3. To preserve and protect the high quality appearance of Epsom & Walton Downs and not detract from their prime use as a training ground or their recreational purpose
- 2.4. To clearly establish the responsibility for maintenance, repair and replacement of memorials
- 2.5. To achieve full cost recovery by Epsom & Walton Downs Conservators for any memorials provided

3. Operation of the Policy

The policy will be available to the public on the Epsom & Ewell Borough Council website and in hard copy format on request.

For a request (to provide a memorial on the Downs) to be considered, an application form must be completed in full and sent to the Downs Manager at Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, KT18 5BY, or emailed to contactus@epsom-ewell.gov.uk.

Please note the following guidance with regard to requests for a memorial on the Downs:

3.1 General Information

- 3.1.1 No flower or similar memorials shall be permitted to mark the site at any time.
- 3.1.2 The Conservators will not grant applications for memorials to, or to scatter the ashes of pets.

3.2 Memorial Benches

- 3.2.1 Memorial benches will only be permitted at designated sites on Epsom & Walton Downs. A map of the available sites is included in the separate terms and conditions document for sponsoring a memorial bench. A maximum of 12 benches will be installed on the Downs.
- 3.2.2 The 'sponsorship' of a memorial bench will cost £300 and last 10 years.
- 3.2.3 To preserve the natural environment plaques or inscriptions will not be permissible on this style of bench.

3.3 Memorial Bird and Bat Boxes

- 3.3.1 The installation of memorial bird and bat boxes will be carried out by officers to the Conservators and the number of bird and bat boxes permissible may be limited dependant on location. The cost of each option available is listed in the separate price list.
- 3.3.2 To preserve the natural environment plaques or inscriptions will not be permissible on any bird or bat boxes.

3.4 Memorial Trees

- 3.4.1 The planting of memorial trees will only be permitted in consultation with the Council's Tree Officer and the number of trees permissible may be limited dependant on location.
- 3.4.2 The species of tree will be of a native variety and will be at the discretion of the Epsom & Walton Downs Conservators in keeping with the local environment. Trees will be planted during the autumn and winter planting season by officers to the Conservators, but the member of public may be present and assist if practicable and desired.
- 3.4.3 Plaques will not be allowed on trees.
- 3.4.4 The total cost of the tree will be dependent on style appropriate for the location and will be based on cost price plus 10% to cover materials, transport, labour and ongoing maintenance.
- 3.4.5 Epsom & Walton Downs Conservators will not accept responsibility or liability in respect of any damage to or loss of a memorial tree unless this is reasonably shown to be due to the negligence of the Conservators.

3.5 Scattering of Ashes

- 3.5.1 Ashes are not permitted to be scattered anywhere on Epsom & Walton Downs.

Terms & Conditions for Sponsoring a Memorial Bench on Epsom & Walton Downs



Please note the Memorial Bench Scheme on Epsom & Walton Downs is subject to the following conditions. Please read the following carefully:

1. Bench sponsorship is £300 for a period of 10 years from the day the bench is placed on the Downs.
 - a. The estimated lifespan of memorial benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years a memorial bench is deemed to be in a good state of repair it may remain on the Downs at the discretion of the Epsom & Walton Downs Conservators until it becomes beyond repair when it will be removed from the Downs.
 - b. Benches are a country style with a seasoned oak top and will be supplied by a local coppice worker.

2. If the Epsom & Walton Downs Downskeepers are notified that a repair is needed (by supporters or staff), the bench will be removed from the Downs and assessed:
 - a. If repairable, it will be repaired and returned to the Downs.
 - c. If beyond repair, the bench will be removed and the supporter will be informed.

3. If a memorial bench is deemed “beyond repair” by the Downskeepers it will be removed from the Downs even if the bench is within the estimated 10 year life-span. A replacement bench may be offered at the discretion of the Epsom & Walton Downs Conservators.

4. Benches are not fixed in their location – the bench will be placed in the designated area of the Downs on delivery, but it could be moved by visitors and therefore its location cannot be guaranteed. Epsom & Walton Downs Conservators cannot take responsibility for this movement and if the benches are moved, the Downskeepers will not be able to search for or locate them.

5. Benches form a natural part of the Downs and will therefore become weathered, attract moss, etc. Benches will not be cleaned, varnished or painted after delivery to the Downs. Sponsors may not attempt to maintain benches themselves.

Memorial Bird and Bat Box Options

Box Style	Supplier	Cost	Species Suitability
Apex Classic Nest box with hole plate 32mm	RSPB	£17.49 plus £3.95 delivery	Blue Tit, Coal Tit, Tree Sparrow, Nuthatch.
Apex Open Fronted Nest box	RSPB	£14.99 plus £3.95 delivery	Robins, Wrens, Pied Wagtails.
WoodCrete Tit Box Extra Durable	RSPB	£26.99 plus £3.95 delivery	Blue Tit ,Coal Tit , Tree Sparrow, Nuthatch
Kestral Nest Box	RSPB	£69.99 plus £3.95 delivery	Kestral
Tawny Owl Nest Box	RSPB	£94.99 plus £3.95 delivery	Tawny Owl
Wooden Bat Box	RSPB	£19.99 plus £3.95 delivery	Resident Bat Species
2f Bat Box (Extra Durable)	Living With Birds	£29.95 plus £3.70 delivery	Resident Bat Species
2FN Special Bat Box (Extra Durable)	Living With Birds	£37.95 plus £3.70 delivery	Resident Bat Species

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OUTSTANDING REFERENCES

Report of the: Clerk to the Conservators
Contact: Tim Richardson
Annexes/Appendices (attached): Annexe 1 - Outstanding references
Other available papers (not attached):

REPORT SUMMARY

This report lists references to officers outstanding as at 5 October 2016.

RECOMMENDATION (S)

(1) That this report be noted.

Notes

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OUTSTANDING REFERENCES

Ref. of Item (Min. no / meeting date)	Title and nature of issue	Position at last meeting	Current position
19/04/2006	Signposting of the Downs	5 Code of Conduct signs in position on the Downs.	Further signposting requirements for the Downs to be considered at a future meeting of the Conservators.
19/04/2006	Additional hack riding area, foot of Walton Downs	Condition of ground did not allow it to be opened for use by hack riders in the view of the TGMB.	Condition of ground considered at each meeting of the Training Grounds Management Board.
25/10/2010	Maintenance of sand track	The Conservators agreed to instruct the Downskeepers not to undertake any works of maintenance to the hack sand track and to ask the Head of Legal and Democratic Services to write to the Horserace Betting Levy Board to confirm that they did not accept that they are responsible for maintaining the track.	See <u>Item 03</u> .
19/04/2012	Combined Habitat Management Plan for the Downs	The Epsom and Walton Downs Habitat Management Plan 2015-2020 was considered and approved at the meeting in April 2015. It was noted that this would be integrated with the Epsom Golf Course Habitat Management Plan once that had also been reviewed, to create a single Plan document. Peter Howarth (Countryside Officer for Epsom & Ewell Borough Council) has been commissioned to undertake a review of the Golf course Habitat Management Plan.	All survey work has now been completed and will be compiled into the final report. The final report will be presented to the January 2017 meeting of the Conservators.
7/10/15, Minute 20	Memorial benches on the Downs – review of policy	Report to October 2016 meeting	See <u>Item 09</u> .

EPSOM AND WALTON DOWNS CONSERVATORS
5 OCTOBER 2016

20/01/16, Minute 28	Review of number of metal detecting licenses	A review of the number of metal detecting permits available to Downs users will be considered in October 2016, following the decision to increase the number from 20 to 25.	See <u>Item 08</u> .
15/06/16, Minute 6 b)	Review of arrangements for 2016 Derby	-	See <u>Item 03</u> .