

# EPSOM AND WALTON DOWNS CONSERVATORS

Monday 27 January 2025 at 6.00 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

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 Steven McCormick, the Council (Chair)  
Jim Allen, Jockey Club Racecourses (the Company) (Vice-Chair)  
Councillor Christine Cleveland, the Council  
Andrew Cooper, Jockey Club Racecourses (the Company)  
Simon Dow, Horserace Betting Levy Board (the Levy Board)  
Simon Durrant, Jockey Club Racecourses (the Company)  
Councillor Liz Frost, the Council  
Councillor Bernice Froud, the Council  
Councillor Kim Spickett, the Council  
Councillor Clive Woodbridge, the Council

Yours sincerely



Clerk to the Conservators

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

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## **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 Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

## **Questions and statements from the Public**

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## **AGENDA**

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

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on **4 November 2024** (attached) and to authorise the Chair to sign them.

### **2. BUDGET 2025/26 (Pages 11 - 16)**

This report seeks approval for the 2025/26 budget and the recommended precepts on the constituent bodies.

### **3. DERBY 2025 UPDATE (Pages 17 - 20)**

An update on the arrangements for the Derby 2025.

### **4. EPSOM DOWNS RACING SEASON 2025 (Pages 21 - 28)**

This report informs the Conservators of dates for race meetings in 2025 and presents a request from Jockey Club Racecourses for consent for race meetings and extensions to the periods permitted for fencing, as required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws.

### **5. RISK REGISTER (Pages 29 - 36)**

This report presents the risk register for the Epsom and Walton Downs for review and note by the Conservators.

### **6. EVENTS ON THE DOWNS 2025 (Pages 37 - 72)**

This report informs Conservators of the current confirmed events on the 2025 Event Calendar for the Downs.

This report also seeks approval in principle to hold the 80th Anniversary of VE Day Beacon Lighting event at the View Point Car Park, Epsom and Walton Downs on 8 May 2025.

### **7. REVIEW OF USE OF THE OWNERS AND TRAINERS AND DERBY ARMS CAR PARK BY THE RACECOURSE (Pages 73 - 76)**

To update the Conservators on the use of the Owners and Trainers and Derby Arms Car Parks by the Racecourse during 2024 and to formally request permission for ad-hoc use in 2025.

**8. SCHEME FOR BBQS AT THE RACECOURSE REVIEW** (Pages 77 - 82)

To review the use of barbecues during 2024 race meetings and receive an application from Epsom Downs Racecourse for the use of barbecues at events throughout 2025.

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS  
held at the Council Chamber, Epsom Town Hall on 4 November 2024**

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**PRESENT -**

Councillor Steven McCormick (the Council) (Chair); Jim Allen (Jockey Club Racecourses (the Company)) (Vice-Chair); Councillor Christine Cleveland (the Council), Andrew Cooper (Jockey Club Racecourses (the Company)), Simon Dow (Horserace Betting Levy Board (the Levy Board)), Councillor Liz Frost (the Council), Councillor Bernice Froud (the Council) and Councillor Kim Spickett (the Council)

Absent: Simon Durrant (Jockey Club Racecourses (the Company)) and Councillor Clive Woodbridge (the Council)

Officers present: Kevin Hanlon (Interim Chief Finance Officer), Samantha Whitehead (Interim Assistant Head of Service - Streetcare), Sarah Clift (Senior Countryside Officer) and Phoebe Batchelor (Democratic Services Officer)

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**9 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Epsom and Walton Downs Conservators held on 17 June 2024 were agreed as a true record and signed by the Chair.

**10 NEW APPOINTMENT TO THE CONSERVATORS**

The Conservators received a report confirming the appointment of a new member of the Epsom and Walton Downs Conservators by Jockey Club Racecourses following the departure of Tom Sammes and requesting the Conservators to note the appointment.

The following matters were considered:

- a) **Thanks.** The Chair expressed thanks to Tom Sammes for his work and time spent as a Conservator.

Following consideration, the Conservators unanimously resolved:

- (1) That the following appointment to the Membership of the Conservators by the constituent body be noted:**

- **Jockey Club Racecourses (the Company): Jim Allen in place of Tom Sammes**

**11 APPOINTMENT OF A VICE CHAIR**

The Conservators received a report requesting the appointment of a Vice Chair.

- Andrew Cooper proposed Jim Allen be appointed as Vice Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Council held in May 2025.

Cllr Steven McCormick seconded the motion.

The Conservators unanimously agreed to appoint Jim Allen as Vice Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Council held in May 2025.

- a) **Introduction.** The Chair invited Jim Allen to introduce himself to the Conservators. Jim Allen provided an introduction to the Conservators.

Following consideration, the Conservators unanimously resolved to:

- (1) Appoint a Vice Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2025.**

**12 DATES OF MEETINGS IN 2025**

The Conservators received a report requesting them to agree the dates of their normal meetings to be held in 2025.

The following matters were considered:

- a) **Derby Meeting.** The Chair raised that historically there had been a meeting of the Conservators and other relevant stakeholders after the January meeting of the Conservators, but prior to the Derby. The Chair informed the Committee that they would receive an email update on preparations for the Derby in April, with the help of the Jockey Club in providing the information to be shared.

Following consideration, the Conservators unanimously resolved to:

- (1) Agree to hold their normal meetings in 2025 on the following dates:**

**(a) Monday 27 January 2025 at 18.00 hours**

**(b) Monday 23 June 2025 at 18.00 hours**

**(c) Monday 3 November 2025 at 18.00 hours**

**13 MID-YEAR BUDGET MONITORING REPORT**

The Conservators received a report on the income and expenditure position as at 31 August 2024 and seeking guidance on the preparation of the budget and precept for 2025/26.

The following matters were considered:

- a) **Metal Detector Licenses.** A Member of the Conservators asked if there was an explanation as to why less metal detector permits had been purchased compared to previous years, and if the trend was expected to continue. The Streetcare Manager informed the Conservators that this was the first year that metal detector permits did not sell out, which was unusual, as normally they are oversubscribed. The Streetcare Manager did not have an explanation as to why this was the case and informed the Conservators that if the trend continues next year, the budget will need to be looked at and reduced accordingly. The Chair requested the Streetcare Manager to look into this further, to ascertain why there has been a decrease and to compare the numbers from last year to this year.
- b) **Precepts.** The Chair asked Conservators if they had any questions or comments regarding the 3% increase in precepts. The Conservators did not have questions or comments regarding the precepts.

Following consideration, the Conservators unanimously resolved to:

- (1) Note the mid-year income and expenditure position;**
- (2) Provide guidance on the preparation of the budget for 2025/26;**
- (3) Note the conclusion of the 2023/24 external audit of the accounts.**

**14 COMMERCIAL DOG WALKING**

The Conservators received a report about the Pilot Commercial Dog Walking Licensing Scheme which launches in Nonsuch Park in April 2025. The report invited Conservators to discuss the impact and options for dog control on Epsom and Walton Downs.

The following matters were considered:

- a) **Local Dog Walkers.** A Member of the Conservators proposed that Local dog walkers are consulted, along with other parties listed in paragraph 4.3, and included in discussions when developing a new code of conduct for Dog Walking on the Downs. The Streetcare Manager stated that there is not currently a dog walking representative on the Epsom and Walton Downs Consultative Committee, but confirmed that once the relevant people are identified, they will be engaged with.

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- b) **Joint effort.** A Member of the Conservators raised that it must be a joint effort and two-way street, when it comes to dog walkers and hack riders on the Downs, meaning the onus must not always be on the dog walkers to take the evasive action. The Chair noted the comment and explained to the Conservators that there is a balance to be found between all different users of the Downs. The Chair reminded the Conservators that hack riders are only allowed to go in certain areas of the Downs, so they are more constrained as to where they can go.
- c) **The Kennel Club.** A Member of the Conservators raised that there are lots of free resources available from the Kennel Club, including a code of conduct, which could be helpful. The Member informed the Conservators of a Kennel Club scheme, called Good Citizen Dog, which focuses on training. The Member also raised that the book, Total Recall, which is about training dogs to improve their recall skills, could be beneficial. The Member stated that these free resources should be recommended to dog walkers on the Downs. The Chair thanked the Member for highlighting relevant and helpful resources.
- d) **Awareness and Communication.** A Member of the Conservators commented that they have seen a rise in Commercial Dog Walking in the borough. The Member highlighted the importance of accommodating people's passion for dogs, with people's passion for horses. The Member stated that they are shocked by how many dog walkers do not know the rules about walking their dogs on the Downs. The Member stated that the primary issue is communication, and dog walkers need to be reminded of the rules of the Downs.
- e) **Race Horses.** A Member of the Conservators raised that the Parliamentary Act states that nothing must interfere with the training of racehorses. The Member highlighted that a dog 200m away on a lead, still has the power to scare racehorses, and although some horses are comfortable around dogs, there are many that aren't, and it is of the utmost importance that horses need to be able to be trained safely, without fear and anxiety.
- f) **Nonsuch Trial Scheme.** A Member of the Conservators asked how the Nonsuch Park Licensing Scheme will be enforced and policed, and how the trial scheme work in practice. The Streetcare Manager informed Conservators that other people operating business in the park, such as fitness groups, are charged, so it makes sense to licence and charge commercial dog walkers, so they are on the same footing as other commercial users of the space. The Streetcare Manager explained that the Dog Walking Code of Conduct will apply to everyone walking their dog in Nonsuch Park, not just commercial dog walkers. The Streetcare Manager stated that an armband or lanyard will be introduced and given to those who have signed up to the licensing scheme, and then the hope is that it will begin self-policing, like the fitness groups do. The Streetcare Manager acknowledged that there is not unlimited resource to enforce the



scheme, but that targeted enforcement would be the route taken, where information regarding an individual or group of people can be shared, and then they can be dealt with accordingly. The Streetcare Manager highlighted that it is a pilot scheme for 12 months, and will enable relationships to be built, on the shared aim of making the space safer for everybody. The Chair informed Conservators that further information regarding the pilot scheme would be shared.

- g) **Legal advice.** A Member of the Conservators raised that specialised legal advice would be needed to ensure that people are informed of their rights without any restrictions being placed on racehorse trainers. The Streetcare Manager confirmed that if Conservators wish to explore and pursue a licensing scheme, then it would require specialist legal advice and support, as it is more complicated than Nonsuch Park, due to the Downs being governed by an Act of Parliament, and the Council not being the Landowners.
- h) **Horse education.** A Member of the Conservators raised that some horse education for the general public would be helpful, as horses are complex creatures and a raising of awareness of that would be useful for all types of users of the downs. The Chair noted the comments and raised that community engagement will be key to finding the correct balance between all users of the Downs, and a horse awareness session, in collaboration with Langley Vale primary school and one of the racing yards, to help spread horse awareness with parents and children, would be hugely beneficial. The Chair raised that Conservators could visit one of the new racing yards. The Chair highlighted that education, and awareness is key to making a difference going forwards.
- i) **Previous Communication.** A Member of the Conservators raised that they had been sceptical of the previous communication campaign but had been pleasantly surprised by the effectiveness and noted an improvement of behaviour of dog walkers on the Downs as a result. The Streetcare Manager agreed that the previous communication plan had been well received. The Streetcare Manager explained that due to rise in dog ownership, since the pandemic, there is a need now for another communication campaign, to remind old users, and make new users aware of the rules and restrictions. The Streetcare Manager stated that tapping into new resources that have been raised and periodically pushing out the message, will ensure that it is not forgotten.
- j) **Race horses on the downs.** The Chair highlighted the important of the communication plan for dog walkers, due to the increasing number of racehorses now on the Downs.

Following consideration, the Conservators unanimously resolved to:

- (1) **Note the pilot Commercial Dog Walking Licensing Scheme in Nonsuch Park**

**(2) Agree to the proposed actions set out in Section 4 of this report.**

*The meeting began at 6.00 pm and ended at 6.50 pm*

COUNCILLOR STEVEN MCCORMICK (CHAIR)

## **BUDGET 2025/26**

<b>Head of Service:</b>	Kevin Hanlon, Interim Chief Finance Officer
<b>Report Author</b>	Oana Merla, Accountant
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	Appendix 1 – Recommended Budget for 2025/26

### **Summary**

This report seeks approval for the 2025/26 budget and the recommended precepts on the constituent bodies.

### **Recommendation (s)**

#### **The Conservators are asked to:**

- (1) Note the latest income and expenditure position for 2024/25.**
- (2) Approve the 2025/26 budget and the requested precepts, as set out in section 4 and Appendix 1 to this report.**

## **1 Reason for Recommendation**

- 1.1 To inform the Conservators of the forecast outturn for 2024/25 and seek approval for the 2025/26 budget.

## **2 Background**

- 2.1 As a basis for agreeing a budget and contribution levels for 2025/26, this report:

2.1.1 informs the Conservators of the current year income and expenditure position and forecast outturn as of 31 March 2025.

2.1.2 seeks approval of the recommended budget for 2025/26 as set out in Appendix 1.

### 3 Forecast for 2024/25

- 3.1 The Conservators received a mid-year monitoring report at the meeting on 4 November 2024. Net expenditure for 2024/25 is now forecast at £486,425 which would result in a deficit of £255 against a budget of £486,170.
- 3.2 This is largely unchanged from the November 2024 position with the net deficit reduced from £447 to £255, mainly due to reduced expenditure on fuel and external audit, partially offset by decreased hire charge income. A detailed update of forecast income and expenditure for 2024/25 is included in Appendix 1.
- 3.3 The working balance stood at £44,310 at 31 March 2024. The projected £255 deficit, and the addition of a £7,000 budgeted contribution to reserves, would increase the working balance to £51,055.

### 4 Budget estimates 2025/26

- 4.1 The recommended budget estimates for 2025/26 are attached at Appendix 1.
- 4.2 An initial draft budget was presented to Conservators at the November 2024 meeting.
- 4.3 As supported by Conservators in November, the proposed budget at Appendix 1 includes precept increases of 3% and is summarised in the following table:

	<b>£'000</b>
Grounds maintenance	74
Keeper's hut	11
Central and staffing expenses	412
Contribution to reserves	7
Derby Traveller Caravan Site	5
Events and other income	(8)
<b>Net expenditure</b>	<b>501</b>
Contribution from EEBC/EDR/TB	(501)
<b>Budget Surplus</b>	<b>0</b>

- 4.4 Net expenditure remains forecast at £500,755, which is a 3% increase overall compared to the current year's budget.
- 4.5 Within management recharges, the budget does not include provision for one-off workstreams that are over and above the standard support provided to Conservators. Should any additional workstreams be agreed in future, the budget implication will need to be considered at the time.
- 4.6 To fund the £500,755 budget, the following precepts are requested from constituent bodies apportioned as set out in section 7.1:
  - 4.7.1 Epsom & Ewell Borough Council (the Council) - £300,450
  - 4.7.2 The Jockey Club (the Company) - £150,225
  - 4.7.3 Training Grounds Management Board (the Levy Board) - £50,080

## **5 Repairs and Renewals Fund**

- 5.1 The Conservators' Repairs & Renewals Fund has a projected balance of £22,192 at 31 March 2025. This is a reserve held to cover unexpected costs of replacing vehicles, equipment and building repairs. This forecast assumes no further drawdowns for the year and a budgeted contribution of £2,000 to the reserve for 2025/26.

## **6 Risk Assessment**

Legal or other duties

- 6.1 Equality Impact Assessment
  - 6.1.1 None arising from the contents of this report.
- 6.2 Crime & Disorder
  - 6.2.1 None arising from the contents of this report.
- 6.3 Safeguarding
  - 6.3.1 None arising from the contents of this report.
- 6.4 Dependencies
  - 6.4.1 None arising from the contents of this report.
- 6.5 Other
  - 6.5.1 The Conservators maintain a separate strategic risk register.

6.5.2 The Conservators hold a working balance and a Repairs and Renewals Fund reserve, to mitigate the risk of unexpected expenditure. Any withdrawals from the working balance will need to be carefully assessed, to ensure sufficient funds are retained in reserves to cover unexpected expenditure and maintain a stable level of contribution from preceptors.

## 7 Financial Implications

- 7.1 Precept contributions totalling £500,755 in 2025/26 are met by the Borough Council (60%), Epsom Racecourse (30%), and the Training Board (10%).
- 7.2 **Section 151 Officer's comments:** Financial implications are contained within the body of the report.

## 8 Legal Implications

- 8.1 There are no legal implications arising from the contents of this report.
- 8.2 **Legal Officer's comments:** None arising from the contents of this report.

## 9 Policies, Plans & Partnerships

- 9.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council
  - Green & Vibrant
- 9.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 9.3 **Climate & Environmental Impact of recommendations:** None.
- 9.4 **Sustainability Policy & Community Safety Implications:** None.
- 9.5 **Partnerships:** The Jockey Club, TGMB and Epsom and Ewell Borough Council are represented by Members on the Conservators Committee.

## 10 Background papers

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

**Previous reports:**

Mid-Year Budget Monitoring Report, 4 November 2024.

**Other papers:**

- None.

<u>2023/24</u> <u>Outturn</u>		<u>2024/25</u> <u>Budget</u>	<u>Actuals to</u> <u>30.11.2024</u>	<u>2024/25</u> <u>Forecast</u> <u>Outturn</u>	<u>2024/25</u> <u>Forecast</u> <u>Variance</u>	<u>2025/26</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
	<b>Grounds Maintenance</b>					
0	Maintenance of Grounds	220	0	220	0	227
0	Car Park Repairs	3,440	2,910	3,440	0	3,543
28,332	Tree Maintenance Schedule	13,300	10,397	13,300	0	13,699
6,916	Fuel	10,825	3,055	9,830	-995	10,825
7,714	Spot hire of vehicles	1,000	1,187	1,187	187	1,223
3,194	Transport Insurance recharge	3,545	346	3,545	0	3,651
0	Chemicals for weed control	445	0	445	0	458
32,530	Transport fleet recharge	34,480	0	34,480	0	35,514
3,430	Internal trade waste fees	3,965	0	3,965	0	4,084
<b>82,116</b>	<b>Sub-Total</b>	<b>71,220</b>	<b>17,894</b>	<b>70,412</b>	<b>-808</b>	<b>73,224</b>
	<b>Keepers Hut</b>					
3,181	Engineering and fabric recharges	3,290	1,677	3,355	65	3,389
24	Building and M&E maintenance	1,190	0	1,190	0	1,226
1,755	Electricity	3,675	535	3,675	0	3,785
825	Business Rates	1,030	0	1,030	0	1,061
463	Water dispenser costs	320	209	320	0	330
159	TV Licence	175	0	175	0	175
0	General office expenses	100	0	100	0	103
769	Insurance recharges	1,145	0	1,145	0	1,179
<b>7,176</b>	<b>Sub-Total</b>	<b>10,925</b>	<b>2,421</b>	<b>10,990</b>	<b>65</b>	<b>11,248</b>
	<b>Central Expenses</b>					
28,000	Additional pension contribution	28,000	0	28,000	0	28,000
1,312	Budgeted contribution to Repairs & Renewals Fund	2,000	0	2,000	0	2,000
617	Clothing & uniforms	700	652	700	0	700
6,000	Budgeted contribution to Working Balance	7,000	0	7,000	0	7,599
1,638	External Audit	1,710	1,308	1,308	-402	1,686
360	Miscellaneous expenses	1,165	659	1,165	0	1,165
82	General office expenses	1,125	0	1,125	0	1,125
27,710	VAT payments	25,010	0	25,895	885	26,504
296,920	Operational Services Recharge EWDC	314,735	0	314,735	0	324,177
22,200	Management Costs Recharge	23,540	0	23,540	0	24,246
1,004	Insurance	1,420	0	1,420	0	1,463
555	Internal audit	590	0	590	0	608
<b>386,397</b>	<b>Sub-Total</b>	<b>406,995</b>	<b>2,619</b>	<b>407,478</b>	<b>483</b>	<b>419,273</b>
	<b>Derby Travellers Caravan Site</b>					
4,490	Contract Payments	4,505	0	4,505	0	4,640
<b>4,490</b>	<b>Sub-Total</b>	<b>4,505</b>	<b>0</b>	<b>4,505</b>	<b>0</b>	<b>4,640</b>

<u>2023/24</u> <u>Outturn</u>		<u>2024/25</u> <u>Budget</u>	<u>Actuals to</u> <u>30.11.2024</u>	<u>2024/25</u> <u>Forecast</u> <u>Outturn</u>	<u>2024/25</u> <u>Forecast</u> <u>Variance</u>	<u>2025/26</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
<b>480,179</b>	<b>Gross Expenditure</b>	<b>493,645</b>	<b>22,934</b>	<b>493,385</b>	<b>-260</b>	<b>508,385</b>
	<b>Income:</b>					
-5,447	Hire charges	-4,005	-3,110	-3,810	195	-4,245
-3,249	Interest on Balances	-2,000	0	-2,000	0	-2,060
0	Misc. income	-1,470	-1,150	-1,150	320	-1,325
<b>-8,697</b>	<b>Gross Income</b>	<b>-7,475</b>	<b>-4,260</b>	<b>-6,960</b>	<b>515</b>	<b>-7,630</b>
<b>471,482</b>	<b>Net Expenditure</b>	<b>486,170</b>	<b>18,674</b>	<b>486,425</b>	<b>255</b>	<b>500,755</b>
	<b>Precepts:</b>					
-275,190	Borough Council	-291,700	-291,700	-291,700	0	-300,450
-45,865	Training Board	-48,620	-48,620	-48,620	0	-50,080
-137,595	Epsom Racecourse	-145,850	-145,850	-145,850	0	-150,225
<b>-458,650</b>		<b>-486,170</b>	<b>-486,170</b>	<b>-486,170</b>	<b>0</b>	<b>-500,755</b>
<b>12,832</b>	<b>Surplus (-) / Deficit in Year</b>	<b>0</b>	<b>-467,496</b>	<b>255</b>	<b>255</b>	<b>0</b>
<b>41,142</b>	<b>Working Balance brought forward 1 April</b>			<b>44,310</b>		<b>51,055</b>
6,000	Add budgeted in year contribution to working balance			7,000		7,599
0	Less contribution to EAFRD project from working balance			0		0
10,000	Add agreed transfer from R&R fund					
-12,832	Surplus/deficit for the year			-255		0
<b>44,310</b>	<b>Forecast Working Balance carried forward 31 March</b>			<b>51,055</b>		<b>58,654</b>
<b>28,880</b>	<b>Repairs &amp; Renewals Balance brought forward 1 April</b>			<b>20,192</b>		<b>22,192</b>
1,312	Add budgeted in year contribution to R&R Fund			2,000		2,000
-10,000	Less contributions from R&R Fund			0		0
<b>20,192</b>	<b>Forecast Repairs &amp; Renewals Balance carried forward 31 March</b>			<b>22,192</b>		<b>24,192</b>



## DERBY 2025 UPDATE

<b>Head of Service:</b>	Jackie King, Chief Executive
<b>Report Author</b>	Phoebe Batchelor
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	Appendix 1 – Derby 2025 Update

### Summary

An update on the arrangements for the Derby 2025.

### Recommendation (s)

#### The Conservators are asked to:

- (1) Note the update on the 2025 Derby arrangements from the Epsom Downs Racecourse.

### 1 Reason for Recommendation

- 1.1 To update the Conservators on the 2025 Derby Festival Planning.

### 2 Background

- 2.1 The Derby Festival is scheduled to take place from 6<sup>th</sup> to the 7<sup>th</sup> of June 2025.
- 2.2 Epsom Downs Racecourse have provided an update on the arrangements for the Festival's events, which is attached as Appendix 1.

### 3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment

- 3.1.1 None.

- 3.2 Crime & Disorder

3.2.1 Crime and Safety aspects are monitored in the 6-months prior to the Derby through regular multi-agency meetings.

3.3 Safeguarding

3.3.1 As above at 3.2.1.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

**4 Financial Implications**

4.1 None arising from the contents of this report.

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

**5 Legal Implications**

5.1 None arising from the contents of this report.

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

**6 Policies, Plans & Partnerships**

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

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

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

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

6.5 **Partnerships:** Part of the Conservators Workplan.

**7 Background papers**

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

**Previous reports:**

- None.

**Other papers:**

- None.

## The Betfred Derby Festival 2025 – Update for Conservators

The 2024 Betfred Derby Festival was an extremely successful event, with world-class racing across both days. Racegoers enjoyed a safe Derby Festival Experience on the ground and millions more at home around the world saw 'City of Troy' become the 245<sup>th</sup> winner of The Derby.

Despite the adverse weather on the day, the safety and security operation was highly complex, and the cross-organisational response to the reduced threat of Animal Rising was world-class in ensuring that the event ran without significant issues. The highlight of the Derby Festival was the attendance of the King & Queen on Oaks Day.

Betfred Derby 2025 planning has been underway since June 2024, and since then there have been a couple of key personnel changes in the Epsom team. Jim Allen started as the new General Manager in November 2024 and Michael Blake will begin as Operations Manager in February 2025. Both will bring in a wealth of diverse experience to complement the existing expertise and experience within the team.

The focus for the 2025 Derby festival will be to again deliver a world-class event that meets the expectations of today's stakeholder, from owner to jockey to paying customer to fans on the Hill, whilst resetting the operation of the event to match the expected volume of visitors.

The Betfred Derby start time will revert to its usual position at 4.30pm, and whilst we are monitoring the ongoing threat of protestors there is no specific intelligence indicating a threat similar to 2023 at this stage.

There were three main changes for 2024 to improve the experience across the event which we would like to reproduce in 2025 again:

1. Change of facility at The Winning Post (in Lonsdale Enclosure) from a seated hospitality structure to a more relaxed, 'Ticket+' experience, named 'Cedrics'. This will appeal to a younger customer looking to upgrade their experience from the typical grandstand ticket. The design of the facility will be more colourful than the previous white marquee to better showcase Racing's Greatest Carnival to fans on and off site.
2. Change of post-event music location, from Hyperion Lawn to the front of the Grandstand beside the Administration Building. This move is to improve the safety and experience of the fans who want to stay and watch the after-racing music as well as those fans wanting to leave site through the main gate.
3. Closure of Footpath 51, the Tunnel under the track that runs from Tattenham Corner Road to The Hill. This is again a safety move to reduce the number of pedestrians crossing the roads near to the roundabout. Pedestrians wanting to access the Hill will be directed to the Rubbing House crossing and London Road crossing, reducing the congestion and potential risk of pedestrian and vehicle movement close to the racecourse entrance. This application will be submitted to the Council in Q1 2025. The Racecourse received no negative feedback from this action last year and would like to do the same for 2025.

The focus of the event build will again be to minimise inconvenience to other users of the Downs whilst, at the same time, enabling the team to operate efficiently. This was broadly

### RACECOURSE

managed very well in 2023 and 2024, however some issues were highlighted between the travelling community and local residents which are being discussed and action plans developed for 2025.

We are hugely excited about what's in store for the whole 2025 racing season, and in particular The Betfred Derby Festival, and look forward to welcoming everyone in June this year.

## **EPSOM DOWNS RACING SEASON 2025**

<b>Head of Service:</b>	Jackie King, Chief Executive
<b>Report Author</b>	Phoebe Batchelor
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	None

### **Summary**

This report informs the Conservators of dates for race meetings in 2025 and presents a request from Jockey Club Racecourses for consent for race meetings and extensions to the periods permitted for fencing, as required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws.

### **Recommendation (s)**

**The Conservators are asked to:**

- (1) Note the dates of the 2025 racing season for Epsom Downs detailed in paragraph 2.1 of this report, and grant their consent to the following meetings in accordance with section 14 of the Epsom and Walton Downs Regulation Act 1984:**
  - **Wednesday 2 July (Evening)**
  - **Thursday 10 July (Evening)**
  - **Thursday 17 July (Evening)**
  - **Thursday 31 July (Evening)**
  - **Sunday 28 September**
- (2) Note that Jockey Club Racecourses has applied to Surrey County Council for the temporary suspension of Footpath 50 and Footpath 51 as detailed in section 4 of this report.**
- (3) Consider and determine an application from Jockey Club Racecourses for consent under the Byelaw 2 (i) (a) to extend the fencing period for the Upper Tattenham Enclosure and Lonsdale Enclosure for 4 days to cover the period 19 May – 22 May 2025.**

- (4) Consider and determine an application from Jockey Club Racecourses for consent under the Byelaw 2 (i) (a) to extend the fencing period for the Lonsdale Enclosure to enable fencing to remain in place between the dates 18 June – 24 June 2025.**

## **1 Reason for Recommendation**

- 1.1 Jockey Club Racecourses is required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws to seek the consent of the Conservators for race meetings held at certain times and extensions to the periods permitted for fencing.
- 1.2 The recommendations of this report present Jockey Club Racecourses' requests for consent for the 2025 race season for the Conservators consideration

## **2 Background**

- 2.1 Jockey Club Racecourses has informed the Clerk of the planned dates of its race meetings in 2025. These are as follows:

- Tuesday 22 April
- Friday 6 June (Ladies' Day)
- Saturday 7 June (Derby Day)
- Wednesday 2 July (Evening)
- Thursday 10 July (Evening)
- Thursday 17 July (Evening)
- Thursday 31 July (Evening)
- Friday 15 August
- Monday 25 August (Bank Holiday)
- Thursday 11 September
- Sunday 28 September

## **3 Applications for Evening and Sunday race meetings**

- 3.1 Section 14 of the Epsom and Walton Downs Regulation Act 1984 (the Act) requires the consent of the Conservators for any race meeting to commence or continue after 7pm on any day, or at any time on a Sunday.

3.2 Jockey Club Racecourses requests the consent of the Conservators to the following race meetings (also listed above):

- Wednesday 2 July (Evening)
- Thursday 10 July (Evening)
- Thursday 17 July (Evening)
- Thursday 31 July (Evening)
- Sunday 28 September

#### **4 Application for temporary suspension of Footpath 50 and Footpath 51**

4.1 Jockey Club Racecourses will apply to Surrey County Council for the temporary suspension of Footpath 50 and Footpath 51 over the Derby period. Footpath 50 crosses the Racecourse Track near to the Princes Stand/Lonsdale Enclosure, and a similar suspension has been granted by the County Council for the past 7 years. Footpath 51 cuts through the Grandstand enclosure and leads to the tunnel under the racecourse Track and was a new application for 2024, granted by the County Council last year. Whilst this is a matter for consideration by the County Council, the Conservators are notified for their information.

#### **5 Application for racing-related fencing**

5.1 Specific elements of the racing-related fencing applications submitted by Jockey Club Racecourses require the Conservators' consideration: an application for the extension of the fencing period for the Upper Tattenham Enclosure for the Derby weekend, and applications for the extension of the fencing period for the Lonsdale Enclosure. The details of these applications are set out in sections 6 and 7 below.

5.2 Paragraph (4) (d) (i) of section 17 of the Act permits the Racecourse to erect fencing for the Upper Tattenham Enclosure, Lonsdale Enclosure (and other enclosures) 14 days prior to each race event, and requires its removal within 10 days after each race event, unless there is an overlap with the preparatory period for the next event. Fencing erected for the Enclosures outside these periods requires the consent of the Conservators under Byelaw 2 (i) (a).

#### **6 Application for extension of the Upper Tattenham Enclosure fencing period**

6.1 Jockey Club Racecourses has requested permission for one extension to the fencing period for the Upper Tattenham Enclosure during the 2025 racing season. The requested extension is as follows:

6.1.1 A 4-day extension to the set-up period for steel security fencing and turnstile blocks for the Upper Tattenham Enclosure between Monday 19 May – Thursday 22 May 2025. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 23 May 2025.

6.2 A similar extension to this has been approved by the Conservators for a number of years.

## 7 Application for extension of the Lonsdale Enclosure fencing period

7.1 Jockey Club Racecourses has requested permission for two extensions to the fencing period for the Lonsdale Enclosure during the 2025 racing season. The requested extensions are as follows:

7.1.1 A 4-day extension to the set-up period for steel security fencing and turnstile blocks for the Lonsdale between 19 May to 22 May 2025.

7.1.2 A 7-day extension from 18 June to 24 June 2025.

7.2 Similar extensions to these have been approved by the Conservators for a number of years, but specific dates have varied depending on the racing calendar.

## 8 Summary and Calendar

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

<b>Fencing Location</b>	<b>Fencing extension requested (2024)</b>	<b>No. of days requested</b>	<b>Requested/Granted last year?</b>
<b>Upper Tattenham Enc.</b>	<b>19 – 22 May</b>	<b>4 days</b>	<b>Yes. Granted.</b>
<b>Lonsdale Enc.</b>	<b>19 – 22 May</b>	<b>4 days</b>	<b>Yes. Granted.</b>
<b>Lonsdale Enc.</b>	<b>18 – 24 June</b>	<b>7 days</b>	<b>Yes. Granted.</b>



## 9 Previous decisions

- 9.1 A fencing-period extension in advance of the Derby Festival has been requested by the Racecourse and granted by the Conservators for the past 23 years, following an initial application by the Racecourse in advance of the 2002 Derby Festival. This initial decision was made by the Conservators following advice from the Clerk that whilst the Act did not specifically empower them to vary the fencing period, as long as they acted within their general duty to protect the Downs and did not authorise any activity which would prevent the public from exercising their rights of access, they were not prohibited from considering it.
- 9.2 The Conservators have subsequently considered and approved similar extensions in each year they have been requested.

## 10 Risk Assessment

### Legal or other duties

#### 10.1 Equality Impact Assessment

- 10.1.1 To mitigate potential impact upon Downs users Jockey Club Racecourses has undertaken to provide a work schedule for all fencing to the Clerk prior to its installation.
- 10.1.2 To mitigate the impact of the requested extension to the fencing period for the Lonsdale Enclosure, Jockey Club Racecourses has undertaken to fasten open gates at both ends of the Enclosure between race meeting dates, to enable free access of the area by all Downs visitors.

#### 10.2 Crime & Disorder

- 10.2.1 None.

#### 10.3 Safeguarding

- 10.3.1 None.

#### 10.4 Dependencies

- 10.4.1 None.

#### 10.5 Other

- 10.5.1 The Conservators have considered and approved similar fencing period related extensions for the past 23 years. No issues relating directly to the extensions have been encountered during this time, and it is therefore considered that the risks relating to granting them are low.

## 11 Financial Implications

11.1 None.

11.2 **Section 151 Officer's comments:** None arising with regard to this report.

## 12 Legal Implications

12.1 Landowners generally would normally be permitted to erect temporary fences without consent. However, the erection of such structures on the Downs is prohibited by virtue of the byelaws made under the 1984 Act. Specifically, byelaw 2(i) provides that:

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

(a) enclose any part of the Downs or erect any building shed or other structure thereon or construct any roads or parking places,

(b) place any tent stall show exhibition swing roundabout or other like thing...”

12.2 The above restriction is subject to Section 17, which, notwithstanding the byelaws, grants rights to the racecourse to erect fencing in the preparatory period/racing period.

12.3 The proposal in this case is beyond the rights granted under section 17 and therefore requires the consent of the Conservators under the Byelaws. In deciding whether to grant consent, the Conservators will need to have regard to their primary duty under Section 10 of the 1984 Act to preserve the Downs, noting the company's rights under section 17, and consider what impact granting consent would have on the preservation of the Downs, and on the rights of the public over the Downs.

12.4 **Legal Officer's comments:** As set above.

## 13 Policies, Plans & Partnerships

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

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

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

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

13.5 **Partnerships:** None.

## 14 Background papers

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

**Previous reports:**

- [Epsom Downs Racing Season 2024 Report and Minutes – meeting of the Conservators held 22 January 2024](#)

**Other papers:**

- Epsom and Walton Downs Regulation Act 1984.
- Epsom and Walton Downs Byelaws.

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## RISK REGISTER

<b>Head of Service:</b>	Andrew Bircher, Interim Director of Corporate Services
<b>Report Author</b>	Andrew Bircher
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	None.

### Summary

This report presents the risk register for the Epsom and Walton Downs for review and note by the Conservators.

### Recommendation (s)

#### The Conservators are asked to:

- (1) Review and note the strategic risk register located at Appendix 1.

## 1 Reason for Recommendation

- 1.1 It is good practice for the Conservators to have and regularly review a risk register for the Downs. By identifying and assessing potential risks to the Downs, the Conservators can gain assurance that its condition is being maintained adequately, habitats are protected, and the proper controls are in place to protect the public and activities held on the Downs.

## 2 Background

- 2.1 The Conservators have particular responsibilities as a group and as a partnership working collaboratively. Maintaining a risk register is therefore a prudent activity to support the proactive management of the Downs.
- 2.2 Appendix 1 sets out the strategic risk register for the Conservators and covers health and safety, legal responsibility, insurance, and event management. Many risks are managed daily through internal controls, policies and procedures.

2.3 The risks are scored according to the following risk matrix:

<b>Likelihood</b>	<b>4</b> Very likely	4	8	12	16
	<b>3</b> Likely	3	6	9	12
	<b>2</b> Possible	2	4	6	8
	<b>1</b> Remote	1	2	3	4
<i>Multiplier</i>		<b>1</b> Insignificant	<b>2</b> Medium	<b>3</b> High	<b>4</b> Severe
		<b>Impact</b>			

**Key**

Red	High risks
Amber	Medium risks
Green	Low risks
Yellow	Risk tolerance boundary

2.4 The committee is asked to review and note the risk register and make recommendations for amendments if required

**3 Risk Assessment**

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arises from this report although when carrying out events on the Downs a EqlA will be carried out if appropriate

3.2 Crime & Disorder

3.2.1 None arising from this report but there are crime and disorder events that are considered as risks and for which action will be taken to prevent

3.3 Safeguarding

3.3.1 One of the risks that we have regards safeguarding

3.4 Dependencies

3.4.1 None

3.5 Other

3.5.1 none

#### 4 Financial Implications

4.1 The risks as set out (appendix 1) have financial and non-financial consequences, therefore sound risk management is important.

4.2 **Section 151 Officer's comments:** None

#### 5 Legal Implications

5.1 **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:

- Risk Management strategy

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

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

6.4 **Sustainability Policy & Community Safety Implications:** See above

6.5 **Partnerships:** The E&WDC is a partnership

#### 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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# Epsom & Walton Downs Conservators' Risk Register

ID.	Category	Risk Identified <i>Risk that...</i>	Risk Consequences	Risk Owner	Likelihood	Impact	Inherent Risk	Mitigations & Controls	Likelihood (2)	Impact (2)	Residual Risk	Direction of Travel	Future Actions to Further Mitigate & Control Risk	Date Last Updated
EWDC1	Operational	Incident on the Downs or failure to provide adequate health & safety arrangements	* Breach of Health & Safety. * Reputational damage.	Conservators	4	3	12 - High	* New warning signs installed across the Downs (positive feedback from users received). * The Conservators can place reliance on Health & Safety arrangements for the Council, The Jockey Club and the TGMB. * The Council has operational H&S	3	3	9 - Medium	No change		Dec-24
EWDC2	Operational	Risk of major disruption or injury to users on the Downs	* Breach of Health & Safety. * Reputational damage. * Impact on Derby/ races or other events.	Conservators	4	3	12 - High	* Emergency Plans and Business Continuity Plan (JC have plans for Derby and race days). * Ongoing support for Derby through Derby Planning Group, JASPE and SAG. * Insurance arrangements. * Risks assessments. * Reporting committee arrangements. * Applied Resilience support in place. * Council Incident Liaison Officers who attend the Derby.	3	3	9 - Medium	No change		Dec-24
EWDC3	Operational	Failure to maintain the standards across the Downs including maintenance of the car parks	* Potential accident or claim.	Conservators	3	4	12 - High	* Ongoing maintenance programme in place and visual inspections in place. * Habitat Management Plan. * Golf Club Management Plan. * Some remedial work has taken place in car park due to higher usage as a result of COVID-19. * Work was undertaken to raise edges in key areas to avoid further damage by cars driving in inappropriate areas.	2	3	6 - Medium	No change	* Inspection of car parks to be undertaken to assess the cost of any future works required [in progress].	Dec-24

EWDC4	Operational	Staffing Resources	* Could reduce operational standards until team fully staffed.	Conservators	4	4	16 - High	* Full complement of staff in place. * Access to temporary staff.	3	2	6 - Medium	No change	* Unique environment which can impact staffing resilience (e.g. is a member of staff is sick).	Dec-24
EWDC5	Operational	Conflicting usage / activities across the Downs	* Poor behaviour of specific groups. * Reduction in number of horses being training. * Damage to Downs (inc. habitats).	Conservators	3	2	6 - Medium	* Information signs installed across the Downs. * Downs issues are escalated to the Joint Enforcement Group (standard agenda item). * Reporting of issues and taking remedial action if required. * Role of the Consultative Committee also involves referring matters arising in this regard. * Ongoing monitoring unauthorised events, and signposting to events booking system.	3	2	6 - Medium	No change	* Booking information to be added to map entry boards [in progress].	Dec-24
EWDC7	Projects	Reprovision of toilet facilities	* Failure to deliver project.	Conservators	3	3	9 - Medium	* Signposting to Cemetery where there are council maintained facilities. * Monitor reports of demand for facilities (currently low).	3	2	6 - Medium	No change	Is this progressing - should we retire this risk?	Dec-24
EWDC9	Financial	There is a budget shortfall or insufficient funds to support the work of the Conservators	* Work programme not completed and maintenance/ operational cover reduced.	Conservators	3	4	12 - High	* Agreed balanced budget each year. * Budget monitoring. * Financial accounts audited. * Repairs and renewal for the replacement of plant. * Grant funding successful. * Monitoring progress of the project implementation. * Agreement of funding plan for Ash die back	3	2	6 - Medium	No change	* Prioritise tasks going forward so that they are affordable. * Further investigate contingency measures to address rising inflationary costs and the cost of fuel. * Explore additional funding opportunities.	Dec-24
EWDC10	Legal	Decisions made by the Conservators are illegal, inconsistent or fail to comply with the Epsom and Walton Downs Regulation Act 1984	* Decisions are challenged.	Conservators	3	4	12 - High	* Legal advice is provided by the Legal Team when appropriate and included within reports. * Training of Conservators so there is a clearer understanding of roles and responsibilities.	2	2	4 - Medium	No change		Dec-24

EWDC11	Governance	Adequacy of insurance arrangements for the Downs	* There may be inadequate insurance in place to meet claims.	Conservators	3	3	9 - Medium	* Each partner has in place satisfactory insurance cover.	2	2	4 - Medium	No change		Dec-24
EWDC12	Governance	Conflict of interests of partner	* To ensure decisions are made in best interest of conservators.	Conservators	2	3	6 - Medium	* The Conservators consist of representatives from Council, Jockey Club and Training Ground Management Board and have a duty to act in the best interest of a Conservator whilst decision making. * Committee report template to note legal obligations and where necessary contain internal/external legal advice. * Governance: Act of Parliament (Epsom & Walton Downs Regulation Act).	2	2	4 - Medium	No change	* Stakeholder performing their duty well over the year.	Dec-24
EWDC13	Operational	Adequacy of service obligations	* Ensure Downs is well maintained and accessible.	Conservators	3	3	9 - Medium	* Conservators receive updates on service. * Conservators Action Plan.	2	2	4 - Medium	No change	* Downs Strategy / plan for the future.	Dec-24
EWDC15	Citizens	Safeguarding on the Downs	* A safeguarding issue arises / not reported.	Conservators	2	4	8 - Medium	* Reporting arrangements in place.	2	1	2 - Low	No change	* Mandatory training to be rolled out to all staff [in progress].	Dec-24
EWDC16	Events	Future beacon lighting events	* Health and safety. * Unsuccessful event.	Conservators	3	4	16 - High	* Static beacon in place. * Blueprint for running successful and safe beacon events in place. * Dynamic risk assessments.	2	2	4 - Medium	No change		Dec-24
EWDC17	Operational	There is a risk of fire destroying part of the Downs and affecting the use of the Downs	* increasing risk of climate change coupled with use of barbeque could mean destruction of habitats * inability for horses to train and public to enjoy facilities	Conservators	2	4	8 - Medium	* restrictions on BBQ. * Fire Awareness training for staff	2	1	2 - Low	No change		Dec-24
EWDC18	Operational	Disruption of training facilities due to high pollen count	* Horses unable to train	Conservators	2	3	6 - Low	* Cut back grass near to training runs	2	1	2 - Low	No change		Dec-24

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## EVENTS ON THE DOWNS 2025

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Phoebe Batchelor, Samantha Whitehead
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	<b>Appendix 1</b> – Application from Epsom and Ewell Borough Council to hold a Beacon Lighting Event <b>Appendix 2</b> – Events on the Downs – Previous Reports (2009-2014)

### Summary

This report informs Conservators of the current confirmed events on the 2025 Event Calendar for the Downs.

This report also seeks approval in principle to hold the 80th Anniversary of VE Day Beacon Lighting event at the View Point Car Park, Epsom and Walton Downs on 8 May 2025.

### Recommendation (s)

**The Conservators are asked to:**

- (1) Note the forthcoming Events Calendar for 2025.**
- (2) Grant approval to hold the 80<sup>th</sup> VE Day Beacon Lighting event at the View Point Car Park, Epsom and Walton Downs on 8 May 2025 in accordance with the Conservators' legal and policy obligations set out in section 5 of this report.**

### 1 Reason for Recommendation

- 1.1 To note event applications already received for 2025 in line with the current Events on Downs Strategy.
- 1.2 To uphold the tradition of Beacon Lighting events on the Downs by approving the Beacon Lighting Event to mark the 80th anniversary of VE Day.

## 2 Events on the Downs

- 2.1 Events on the Downs have been consistent over the past few years with the same groups applying year-on-year.
- 2.2 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.
- 2.3 The table below outlines the regular hirers of the Downs. All other events will be presented to the Conservators in the usual manner.

Event	Organiser	Category of Event
Cloud Tramp	EDMAC	A
Trainers Open Day	Nigel Whybrow	B
Terrier Derby	Bob Pain	B
Pioneer Run	Sunbeam Motor Cycle Club	S
Cross Country League	Men's Surrey Cross Country League	B
Cross Country League (4 events each year)	Downs Young Athletes/Jeff Manson	A
Tadworth Ten	Tadworth Athletics Club	C
Easter Church Service	North Cheam Baptist Church	U
Sponsored Walk	Rotary Club of Banstead	A
Night Orienteering	Mole Valley Orienteering	A

## 3 Event Strategy

- 3.1 Events on the Downs are currently approved based on the Event Strategy the Conservators originally agreed in 2009.
- 3.2 The strategy set out a system for categorising events based on their likely impact on the Downs. Please see table below.

Category	No of participants, organisers, and spectators	Likely impact
A	30 - 100	Low
B	100 - 500	Low/Medium
C	500 - 1000	Medium/High
D	More than 1000	Considerable and may need to be considered as an "event" under the Act.
S	<p>This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom &amp; Walton Downs Conservators but may have an impact on the Downs and Downs users. These include, and are not limited to:</p> <p>Events taking place on public highways which run across and adjacent to the Downs for which organisers may request the use of the Downs car parks to serve as a venue for registration.</p> <p>Events which take place on adjacent land owned by the Racecourse or Epsom &amp; Ewell Borough Council (such as the Warren Recreation Ground) for which organisers may request permission to cross the Downs to gain access.</p> <p>Events taking place in lay-bys (such as the release of pigeons) but may cause disruption or incidents to other Downs users.</p>	
U	<p>This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chair. Examples of this could be a group of eight walkers with no spectators or a request for filming involving a small crew.</p>	

#### 4 Event Calendar 2025

4.1 The table below sets out the events applications that have been received so far by the Council as of the 13 December 2024 and approved under delegated authority.

4.2 The Council's Business Support Team have agreed to upload this table to the Council's website and keep it up to date, so that forthcoming events on the Downs can be viewed by the public.

Organiser	Description	Date	Day of Week	Times	No of Participants*	Category
Tadworth Athletic Club	Running Event	05/01/2025	Sunday	9:00-14:30	780	C
Mole Valley Orienteering	Night time orienteering	06/02/2025	Thursday	19:30-21:30	30	A
Downs League/ Harriers	Cross Country run	08/02/2025	Saturday	11:00-14:00	250	B
Downs League Juniors	Junior Cross Country race	02/03/2025	Sunday	9:00-12:00	220	B
Rotary Club	Walk	11/05/2025	Sunday	07:15-15:30	100	A

\* The number of participants includes spectators and staff

## **5 Application to hold a Beacon Lighting Event on the Downs**

- 5.1 It has become a tradition for Epsom and Walton Downs to host Beacon Lighting Ceremonies to commemorate Royal events. Beacons have been lit on the Downs in 2002, 2012, 2016, 2022 to celebrate many milestones of the late Queen Elizabeth II's reign and most recently in 2024 to mark the 80<sup>th</sup> Anniversary of D-Day.
- 5.2 Following the success of the last Beacon event, Local Councils have once again been approached by the Pageantmaster – Bruno Peek with an invitation to hold a beacon lighting event in celebration of the 80<sup>th</sup> Anniversary of VE Day.
- 5.3 The event will be held on Thursday 8 May 2025 with Beacons lit at 9:30pm.
- 5.4 Due to the huge success of the D-Day 80 Event, which saw over 1000 beacons lit throughout the United Kingdom, Channel Islands, Isle of Man and UK overseas territories, efforts are now focussed on VE Day, and everyone is encouraged to get involved and be part of the celebrations.
- 5.5 A formal request to hold a beacon lighting ceremony on Epsom and Walton Downs has been received from Epsom & Ewell Borough Council. Please see Appendix One.
- 5.6 Whilst Epsom & Ewell Borough Council are the event organisers, the event is sponsored by Go Epsom – the Business Improvement District and supported by the Jockey Club.
- 5.7 As the Mayor will be in attendance in a ceremonial capacity this event is classed as a civic event.
- 5.8 Whilst the finer details of the event are yet to be established the broad proposal is to light the permanent beacon located in the View Point Car Park, Grandstand Road on the evening of 8<sup>th</sup> May 2025, as part of the nationwide VE Day 80 events.
- 5.9 The ceremonial aspect of the Beacon Lighting event is clearly laid out by the Pageantmaster and follows a formal process.
- 5.10 The event organisers will follow the guidelines set out in the Pageantmaster's documentation and will work with Go Epsom, the Jockey Club, the Royal British Legion and other local groups to put together a program of appropriate entertainment, refreshments and ceremonial components to support the Beacon lighting event with the aim of attracting the public to attend and help mark this important occasion.
- 5.11 It is likely the event will run from 7:30pm – 10pm and as in previous years a temporary road closure will be applied for to ensure the safety of visitors attending the event.



- 5.12 Marshalling and measures will be put in place during the entire event to safeguard the public, whilst ensuring minimal disruption to local traffic and residents.

## 6 Risk Assessment

Legal or other duties

### 6.1 Equality Impact Assessment

- 6.1.1 The VE Day Beacon is a public event, and all members of the community are warmly invited to attend.

### 6.2 Crime & Disorder

- 6.2.1 The Beacon Lighting Ceremony will be carefully managed by the event organisers.

### 6.3 Safeguarding

- 6.3.1 All relevant safeguarding measures will form part of the Event Management Plan and will include a protocol for lost children and event photography.

### 6.4 Dependencies

- 6.4.1 This event is dependent on the Conservators granting their permission for the event to be held on Epsom and Walton Downs.

## 7 Financial Implications

- 7.1 Events on the Downs generate a modest income for the Conservators on an annual basis.

- 7.2 The Beacon Event will be funded by Go Epsom with support from Epsom & Ewell Borough Council and the Jockey Club. There is no financial impact on the Conservator's budgets,

- 7.3 **Section 151 Officer's comments:** None in relation to the report.

## 8 Legal Implications

- 8.1 The Conservators have an Event Management Strategy as set out in section 3 of this report.

- 8.2 As the Beacon Lighting Ceremony is a free to enter, community event, it is difficult to determine how many people may attend. Based on the organisers' previous experience of running similar events it is anticipated that over 1000 people including spectators, participants and staff could attend.

- 8.3 On this basis, the event would be classed as a Category D event and as such should be considered under S.10 (2) of the Act.
- 8.4 The Epsom & Walton Downs Regulation Act 1984 s.10(2) gives the Conservators the power to grant consent to the proposal to hold the VE Day Beacon event described above.
- 8.5 The Conservators should first decide if the proposals will “involve a significant degree of interference”. Significant is not defined. It is a question of fact whether there is any interference, and it is a question of degree whether such interference is significant. If the Conservator’s opinion is that the event is a significant event, that triggers the limit on the cumulative use of the Downs for such an event. (i.e., under (10(2)(a) the downs shall not be so used for such events for more than five days in any one year).
- 8.6 If the Conservator’s resolve to give consent to hold the VE Day Beacon event, the Conservators will need to give consent under the 1984 Act and Byelaw 2(i)(g) to allow the event organiser to light a fire.
- 8.7 **Legal Officer’s comments:** none save as set up in this report

## 9 Policies, Plans & Partnerships

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

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

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

9.3 **Climate & Environmental Impact of recommendations:** The organisers are mindful that open fires are considered detrimental to the environment and will use fast burning pallet wood to ensure that the Beacon only burns for a short period of time and causes minimal impact.

9.4 **Sustainability Policy & Community Safety Implications:** Community safety implications are covered within the Event Management Plan for the proposed event.

9.5 **Partnerships:** This event is supported by Go Epsom and the Jockey Club

## 10 Background papers

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

### Other papers:

- Event Management Strategy – 14 October 2009

- Review of the Event Management Strategy – 27 June 2011
- Potential for Charging for Events on the Downs – 28 June 2012
- Review of Events on the Downs – 23 January 2014
- [Review of Fees and Charges – 24 January 2022](#)
- [Events on the Downs \(booking efficiencies\)– 24 January 2022](#)

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**Logo :**

**QR Code :**

**Bar Code :**

**Report#** 22227027

**Catalogue :** Apply for it

**Form :** Booking request

**Customer :** Samantha Whitehead

**Email :** swhitehead@epsom-ewell.gov.uk

**Mobile :**

**Location :** View Point Car Park Epsom Downs

**Submitted on :** 19-DEC-2024 09:34

**Status :** Closed - Completed

**Priority :**

**Urgency :**

**Owner :**

**Submitted from :**

**Information**

<b>Page :</b> Step 1	
<b>Region :</b> Booking request	
<b>Question</b>	<b>Answer</b>
Name of venue/space	Epsom Downs
Type of event	Community event
<b>Page :</b> Step 2	
<b>Region :</b>	
<b>Question</b>	<b>Answer</b>
Name of customer/organisation/club	Epsom & Ewell Borough Council
First name	Samantha
Last name	Whitehead
Telephone number	07720652769
Email address	swhitehead@epsom-ewell.gov.uk
From	08-05-2025
To	08-05-2025
From hours	06:
Minutes	00
To hours	23:00
Brief description of the event	VE Day 80th Anniversary Beacon Event. This is a Civic Event held by Epsom & Ewell Borough Council with support from Go Epsom and the Jockey Club
Estimated maximum number of persons attending/participating	1000
Estimated maximum number of spectators/staff	1000
<b>Page :</b> Step 3	
<b>Region :</b>	

## Agenda Item 6 Appendix 1

Question	Answer
What area of the site will you be using? If necessary please download site map and mark the area you propose to use.	Grandstand Road (View Point) car park - with potentially an ancillary event hosted by the Jockey Club within the demise of the Racecourse
Will your event impact on the surrounding areas (ie. noise to local residents, part of the event being held offsite, road closures, overflow parking etc)? If so, please provide details	There will be a temporary road closure of Old London Road from approximately 7pm-11pm
Will there be alcohol for sale?	No
Will there be any form of entertainment?	Yes
Sale of food/drink?	No
Live or recorded music?	Yes
Fun Fair rides?	No
Bouncy castles?	No
Other? (Please specify)	The Beacon will be lit at 21:30 and the ceremony will be finished by 10:30 with the site vacated by 23:00
Please tick the categories which best describe your event	Not for profit

### Images

**EVENT MANAGEMENT STRATEGY**

Report of the: Clerk to the Conservators  
Contact: Samantha Whitehead  
Annexes/Appendices (attached): Annexe 1 – Event Management Procedure  
Annexe 2 – Proposed Event Calendar  
Annexe 3 – Screening Sheet  
Other available papers (not attached):

**REPORT SUMMARY**

**This report serves to provide the Conservators with a framework for managing events on Epsom & Walton Downs.**

<b><u>RECOMMENDATION (S)</u></b>	<b><u>Notes</u></b>
<b>(1) To support the strategy for event management as set out in this report.</b>	

**1 Background**

- 1.1 At the meeting on 18 January 2009, the Change & Development Manager presented the Conservators with an Events Management Procedure (see Annexe 1).
- 1.2 Whilst the Conservators approved the procedure in principle, it was felt that generally too many events were taking place on the Downs, which was having a negative impact on the environment, other Downs users, residents and staff resources. Therefore in its current state the procedure did not offer a suitable framework for accepting or declining events and limiting the amount of events that were held each year.
- 1.3 Under section 14 of the Epsom & Walton Downs Regulation Act 1984 provision was made for 16 racing days and under section 10 (2) large scale events. The actual wording of Section 10 (2) is as follows:

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

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

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

1.4 Whilst the Conservators are supportive and sensitive to the number of good causes that apply for permission to hold their events on the Downs, as guardians of the Downs they must endeavour to achieve the right balance between the interests of the applicants and protecting this unique open space.

## **2 Type and Size of Events**

2.1 When starting to consider the future for events it was important to understand the type and size of events that were suitable for the Downs.

2.2 The typical type of events that are requested and are suitable for the Downs are (and not limited to):

- 2.3 A non-commercial organised run, walk or cycle
- 2.4 Non-commercial horse riding events
- 2.5 A community sports competition including a school sports day
- 2.6 An organised event involving approved activities such as kite flying and model aircraft
- 2.7 A non-commercial organised picnic or gathering
- 2.8 The organised release of homing pigeons

2.9 The size of events can be split into four main categories and two special categories which sit outside the normal requests:

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



U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman. Examples of this could be a group of eight walkers with no spectators or a request for filming involving a small crew.
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- 2.10 As the table illustrates it is not just the number of participants directly involved in an event, but often the number of spectators and organisers that increases the impact of the event. There is likely to be additional pressures on car parking facilities, traffic flow and the Downskeepers in respect of managing the event and clearing excess litter and refuse disposal.

### 3 Number of Events

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- 3.1 This year, in addition to the Derby Festival, the Racecourse has taken advantage of its 16 race day entitlement and the Downs has enjoyed and benefited from use from the industry.
- 3.2 The Cancer Research UK Race for Life (now in its second year) was held in June and occupied one of the five main event days which are identified under the Act.
- 3.3 Prior to January's meeting of the Conservators, authorisation had been granted to seven other applicants to hold category A and B events during 2009.
- 3.4 There are windows between these events where the Downs is restored to its usual oasis of calm and beauty. It is the endeavour of the Conservators to limit the amount of other permitted events to ensure that the primary function of the Downs is for 'air and exercise' as the Act intended.
- 3.5 In order to achieve this, the desire is to cap the number of events allowed throughout the year and produce a fair and varied calendar of events which supports community and charitable initiatives.
- 3.6 Based on the event applications from previous years and recent event requests, a sample calendar of events for 09/10 is attached at [Annexe 2](#).

- 3.7 Conservators will note that the number of events proposed can be summarised as follows:

Category	No of Events on Calendar	Suggested Limit
A	5	10
B	9	10
C	3	5
D	1	On Application
S	5	On Application
U	0	On Application

- 3.8 The suggested limit allows for event applications from newcomers as well as long standing fixtures. The suggested limits are weighted to the smaller events that have a low impact on the Downs and resources.

#### 4 Timing of Applications

##### 4.1 Current Year and Future Year Events

4.1.1 The proposed system will enable applications to be submitted for the current or future year during two 'windows' at six monthly intervals. The April and October meetings could be used for this purpose. The deadline for event applications would be 28 days in advance of each of these meetings.

4.1.2 Alongside the event applications, the Conservators will receive the event calendar of already approved events so that they can decide how many more applications to allow.

#### 5 Selecting Events

5.1 In order to effectively manage event applications and ensure that the selection process is fair and structured, the following process is suggested:

5.2 An initial application is made; the Change & Development Manager carries out a preliminary screening exercise to ensure that the request is suitable for the Downs. This part of the process could involve detailed discussions with stakeholders, on-site meetings etc. to fully understand the likely impact of the event.

5.3 The Change & Development Manager in consultation with the Head Downskeeper will decide on the need for a refundable reinstatement bond. This will be calculated on the basis of likely manpower and resources that may be needed to reinstate the area after the event.

5.4 An application pack is sent to the organiser and must be returned no later than 28 days in advance of the meeting of Conservators.

5.5 A screening sheet is added to the event application to assist the Conservators in their decision making process. Please see Annexe 3.

5.6 The Conservators use the screening sheet and supporting information to decide on the suitability of the event for the Downs, the primary criteria for the decision will be based upon:

5.7 The type/size of event and likely impact

5.8 The importance and benefit to the local community or charity

5.9 The history of the event and whether the event contributes to the heritage of the Downs i.e. Horseman's Sunday.

## **6 Conclusions and Recommendations**

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6.1 In conclusion, the aim is to effectively manage the event process and have clear guidelines for events on Epsom and Walton Downs.

6.2 In summary the event strategy works as follows:

6.2.1 Applications are made to the Change & Development Manager.

6.2.2 Applications are screened and presented to Conservators at the April and October meetings.

6.2.3 Using the guidelines for size of event and suggested limits in each category applications are accepted or rejected based on the information presented.

6.2.4 When limits are reached no further applications for that year will be accepted.

6.2.5 A six monthly event calendar will be produced and displayed on the Council's website.

6.3 It is recommended that the Conservators support this proposal for event management.

### **Event Management Procedure**

- 1 All event enquiries (with the exception of events hosted by the Racecourse which do not overspill on to any other area of the Downs) are referred to the Change & Development Manager.
- 2 The Change & Development Manager will speak to the organisers and gain an understanding of the event.
- 3 The Change & Development Manager will discuss the event with the Downskeepers, Racecourse and other relevant bodies, and if after the initial enquiries the event sounds viable and appropriate, an application pack will be sent out to the organiser.
- 4 The information pack will contain a request for their Public Liability Insurance (£5,000,000 minimum), an Application Form and A Guide to Risk Assessment.
- 5 The applicant will need to return the completed Application Form, Copy of their PLI and Risk Assessment to prove that they have considered how to run their event safely. In the case of large scale events like the Race for Life, they will be asked to attend an on-site meeting to discuss arrangements and will be expected to produce an event management plan.
- 6 Once the documents are received the details of the event will be logged and a written report presented to the Conservators for agreement (either via email if an immediate decision is required or at the next Conservator's meeting).
- 7 Once the event has been agreed the event organiser will receive a copy of the signed agreement and the details will be uploaded to an online calendar on Epsom & Ewell Borough Council's website.
- 8 All documentation relating to the event will be held in a file at Epsom & Ewell Borough Council.

Screening Sheet

Name of event:	
Nature of event:	
Organiser:	
Day and Date of event:	
Duration of event (including set up and take down):	
Time of event:	
Number of participants:	
Estimated number of organisers/stewards/spectators:	
Category of event:	
Main event Area:	
Other areas affected:	
Has the event been held on Downs in previous years?	Yes/No
If yes, how many years has the event been running?	
Is it a local event, for the good of the local community?	Yes/No
Please give details:	
Is the event in support of a charity?	Yes/No
If yes, which charity?	
Is a reinstatement deposit required?	
If so, how much is recommended?	

## REVIEW OF THE EVENT MANAGEMENT STRATEGY

Report of the: Clerk to the Conservators

Contact: John Vadgama

Annexes/Appendices (attached): Annexe 1 - Events approved for the 2011-12 Financial year

Annexe 2 – Report and excerpt from the Minutes of the meeting of the Conservators held on 14 October 2009, relating to the adoption of the Event Management Strategy

Other available papers (not attached):

### **REPORT SUMMARY**

This report provides the Conservators with a review of the Event Management Strategy for the Downs.

<b><u>RECOMMENDATION (S)</u></b>	<i>Notes</i>
(1) That the limit on the maximum number of events which can be held on the Downs remains as set within the Event Management Strategy.	
(2) That the two 'windows' for submitting applications to the Conservators be retained, and that applications continue to be presented to the April and October meetings of the Conservators.	
(3) That the Conservators consider whether a two stage process for larger events should be introduced (those with over 2000 participants and spectators combined). That if this process is introduced, it is brought into operation in October 2011.	

### **1 Number of events**

- 1.1 At the last meeting of the Conservators it was requested that the Event Management Strategy be reviewed, with particular focus upon the maximum number of events permitted, especially in the case of very large events. A calendar of events approved for the 2011-12 financial year is attached at Annexe 1.

- 1.2 The Event Management Strategy for the Downs, which was agreed by the Conservators in October 2009 (see [Annexe 2](#)), provides a limit of 25 (non-racing) events per year, which was based on previous applications, and also allowed for some new events to be accommodated if the Conservators so approved. This indicates that there is some room for accommodating new requests, and that established events are still provided for.
- 1.3 Currently only 7 events are scheduled for the current financial year.
- 1.4 Officers believe that a limit of 25 events is a good and fair number, and would not recommend that it is altered.

## **2 Application 'windows'**

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- 2.1 The Event Management Strategy allows event applications to be presented to the Conservators twice a year (in April and October).
- 2.2 However, it has been suggested that it may be fairer to have only one date for receipt of applications so that all bookings for the year can be assessed and considered at the same time.
- 2.3 This would have the advantage that all bookings could be compared more easily and would not have the possibility of some bookings being refused if they fell into a particularly competitive 6 month period, or that the majority of the bookings were allocated in the first 'application window' leaving very little space for the second six month period. In practice this does not happen, and the applications tend to fall evenly across the year.
- 2.4 The largest challenge for the Conservators (with regard to events on the Downs) has been making a fair evaluation of an application when the applicant has not provided enough detailed information. In some cases a decision has to be made on less information than would be desirable.
- 2.5 If the Conservators changed the application 'window' to a once-a-year deadline, this would have the advantage of setting a firm deadline and would allow direct comparison of all events, BUT would have the greater disadvantage of some applications having less information than desired - due to the nature of event planning certain information would not be available until a few months before it was due to take place. This would make the process of evaluating applications far harder, since there would be less detailed information to be considered.
- 2.6 Officers advise that the current '2-window' approach therefore be retained.

## **3 Large events**

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- 3.1 One change that might assist the process could be the introduction of a two-stage application for larger events. This could permit any event that anticipates an attendance of 2000 or more people either attending or participating to undertake a two stage application, the first is for a decision in principal, and the second stage is a decision in detail.

- 3.2 This would avoid a situation where a large (and possibly high-profile) event has to be approved at relatively short notice to avoid an embarrassing refusal from the Conservators.

#### **4 Conclusion and Recommendations**

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- 4.1 The Conservators are recommended to retain the existing maximum limit of 25 (non-racing) events on the Downs each year, and the two application 'windows' (April and October).
- 4.2 The Conservators are requested to consider whether a two stage process for larger events should be introduced. It is recommended that if the Conservators agree to this process, it is brought into operation in October 2011.



## POTENTIAL FOR CHARGING FOR EVENTS ON THE DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> – Benchmarking table of fees & charges <u>Annexe 2</u> – Proposed Fees and Charges
<u>Other available papers (not attached):</u>	Minutes of the meeting of the Conservators held on 17 October 2011 and 19 January 2012

### REPORT SUMMARY

Following the meeting of the Conservators on 19 January 2012, the Conservators are requested to consider a further report proposing the introduction of a charge for events held on the Downs. This report provides a suggested charging structure for consideration.

### RECOMMENDATION (S)

- (1) That the Conservators agree to the proposed fees and charges as at Annexe 2;
- (2) That the Conservators agree to introduce the proposed fees and charges for applications submitted following the October meeting, as detailed in paragraph 2.6 of this report;
- (3) That the Conservators agree that EEBC will act as the booking agent for all events on the Downs, and will collect and hold the hire charge and refundable reinstatement bond as required;
- (4) That the Conservators agree to undertake a review of the charging for events on the Downs at their meeting in January 2014;

*Notes*

### 1 Background

- 1.1 At the meeting of the Conservators held on 19 January 2012, Messrs Rupert Trevelyan and Simon Dow presented a report asking the Conservators to consider the potential for introducing a charge for events held on the Downs.
- 1.2 At the meeting the Conservators agreed:

to receive a further report providing a more detailed charging policy.

to approve in principle that EEBC or Epsom Downs Racecourse recover all running costs incurred for Category B,C & D events plus a fee to restore/maintain the Downs after each event.

to approve in principle that all event organisers be invited to make a contribution of £1 per participant.

- 1.1 Consultation has been carried out with other Local Authorities and organisations to obtain their fees and charges for hiring open spaces. The charges set vary greatly from one authority to the next, as summarised in Annexe 1.

## 2 Proposal

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- 2.1 In light of the results of the benchmarking exercise, a charging structure has been proposed at Annexe 2 for hosting events on Epsom & Walton Downs. The proposal seeks to obtain a minimum hire charge for events to part cover the cost of administration, and further suggests that larger events pay £1 per head based on projected attendance numbers. This 'per head' charge reflects additional costs such as staffing time and use of facilities on the Downs, including car parks and toilets. It would also contribute towards the maintenance of the Downs.
- 2.2 Further, the charging structure proposes that a reinstatement bond is sought from each hirer. This bond would be fully refundable if no damage is caused or there is no need for significant reinstatement works to be carried out as a direct result of the event.
- 2.3 As part of the Downs Events Strategy, event organisers can be required to provide a refundable reinstatement bond if in the view of the Change & Development Manager and Head Downskeeper one is necessary. In reality however, this power has been rarely used as the majority of events on the Downs cause few reinstatement issues.
- 2.4 The requirement for organisers to provide a refundable reinstatement bond has been reintroduced into the fees and charges structure (Annexe 2) to ensure consistency and to protect against unrecoverable costs for reinstatement purposes. Conservators however, may not wish this to be obligatory, but prefer the need for a bond to be left to the decision of the Downs Manager in consultation with the Head Downskeeper for each application approved.
- 2.5 There will need to be an appropriate 'lead in' period before any charging structure can be introduced, as some events for 2013 have already been approved without any discussion around fees and charges.
- 2.6 It is suggested that the charging structure be introduced for all new event applications received after October 2012. Any **full** applications received and considered at the Conservators' meeting in October 2012 will not be charged. Any applications seeking 'in principle' approval in October 2012 will be subject to the agreed fees and charges on submission of a full event application at a later date.

- 2.7 A review of the new charging structure, the impact on the number of event applications received and the level of administration required to process the new fees and charges will be carried out in January 2014 to allow for any amendments to the charging structure to be implemented at the April 2014 meeting of the Conservators.

### **3 Resource Implications**

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- 3.1 By introducing a structure for charging for events on the Downs there will undoubtedly be resource implications.
- 3.2 The time taken to administer the event application will increase due to the involvement of payment ahead of an event and then the likely refund of the reinstatement bond.
- 3.3 The Head Downskeeper in consultation with the Head Groundsman of Epsom Downs Racecourse will need to carry out an assessment after each event to decide if any damage has occurred or if any significant reinstatement works need to be undertaken as a result of the event.

### **4 Financial Implications**

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- 4.1 Introducing fees and charges for events on the Downs will have some significant financial implications.
- 4.2 A system will need to be put in place to allow event organisers to make payments to the Conservators (via EEBC). A further mechanism will need to be considered for holding the refundable reinstatement bond until such time that it can be returned.
- 4.3 The charging for events will generate a revenue stream for the Conservators which could help to address the current budget pressures.
- 4.4 If the administration of event applications increases due to the addition of payments being made and refunds being returned then the staffing recharge for the Conservators may also increase to reflect the additional resource implications needed.

### **5 Legal implications**

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- 5.1 The previous report (regarding the introduction of a charge for events on the Downs) to the meeting of the Conservators on 19 January 2012 included guidance from the Borough Council's Head of Legal and Democratic Services. For the purpose of this report the same information has been repeated in paragraphs 5.2 – 5.9 below.
- 5.2 Generally landowners may (subject to statutory controls, such as planning control) do with their land what they wish. This includes the holding of events and charging members of the public for access to those events.
- 5.3 In relation to the Downs, the rights of the owners are restricted by the provisions of the Epsom & Walton Downs Regulation Act 1984. However, the Act also contains certain protections for the rights of the owners and provisions allowing some flexibility.

5.4 Section 10(2) of the Act provides:

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

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

*the Downs shall not be so used for such events for more than five days in any one year; and*

*not more than 25 hectares of the Downs shall be set apart for the holding of any such event.”*

- 5.5 This means that the owners can be permitted to use the Downs for events unrelated to horse racing, subject to the limitations on the area of the Downs that may be used and the number of event per calendar year. The Act is silent on any restrictions as to charging, and it must therefore be assumed that an owner running an event which the Conservators have permitted, will be able to charge such fee(s) as he considers appropriate in relation to that event. At a previous meeting an issue was raised as to whether any charge would be restricted to a level which covered the costs of the event, rather than for profit. However, in view of the lack of prohibition in the Act, it is considered that event could be run for profit.
- 5.6 The consent of the Council and of the applicable owner is required before the Conservators may decide to permit an event, so any decision by the Conservators to approve an application should be “in principle” until such consent has been obtained. In the case of the Council, this is likely to require a report to the appropriate committee.
- 5.7 In deciding whether to permit an event, the Conservators will need to consider the precise nature of the event proposed and how this will impact on the Downs. Conservators should have regard to their primary duty, set out in section 10(1), to preserve the Downs so far as possible in their natural state of beauty.
- 5.8 Whilst the 1984 Act clearly contemplates events taking place, and that such events will inevitably interfere to some degree with public rights of access (on foot or horseback), in deciding whether to give permission for an event, the Conservators will also need to consider the nature of the event(s) proposed and what the likely impact of those events will be.
- 5.9 The Act is silent as to whether the Conservators could seek to impose conditions or restrictions on any permission they might give for events. It is considered that it is not unreasonable for such permission to be given conditionally. Such conditions could, for example, include requiring the costs of any works required to restore the Downs to be defrayed by the event organiser, or (as section 27 requires the Company to do after race meetings) requiring the organiser of the event to clear the Downs of all litter.

**6 Conclusion and Recommendations**

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- 6.1 The Conservators are requested to consider and approve the introduction of a fees and charges structure for events on Epsom & Walton Downs as detailed in Annexe 2.
- 6.2 Conservators are also asked to agree to the introduction of the fees and Charges for all applications submitted after the October meeting, as detailed in paragraph 2.6.
- 6.3 The proposal suggests that EEBC will act as the booking agent for all events on the Downs and will collect and hold the hire charge and refundable reinstatement bond as required.
- 6.4 The Conservators are further asked to review the introduction of charges for events on the Downs at their meeting in January 2014.

**Benchmarking Table of Fees & Charges for Events in Open Spaces  
June 2012**

Location	Type of Event	Fees & Charges	Ground Deposit	Additional Comments
Priory Park	Charitable Commercial Filming	Free £750 per day £250 per ½ day, £500 per full day		
Runnymede Parks	Charitable Community Commercial	Free Free £400 for operational days £200 for non-operational days	Ground deposit charged based on likely risk of damage to ground	
Guildford Parks	Charitable Community  Commercial (i.e circuses and fairs)	50% reduction from commercial rate and 60% if 100% fundraising  £525 for operational days £262.50 for non- operational days	Reinstatement charge may be applied over and above event charge dependent upon damage	Minimum event charge of £50.  Events are charged based on the size, number of people attending and activities planned. For example a fun run/walk with no onsite parking for 300 people would be charged £200
Loseley Park	Charitable  Community Commercial/ Private	20% discount from commercial/ private hire rate  Full charge Individually assessed		£100 minimum ground hire £1800 minimum for 25 acre site Each event is assessed on application and a fee then applied.

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Appendix 2  
Agenda Item 6

Location	Type of Event	Fees & Charges	Ground Deposit	Additional Comments
Royal Parks	Charity fundraising Not-for-Profit Commercial	£2 per head No per head charge £2.50 per head	The Royal Parks will also charge for any direct costs incurred as a result of events, in addition to the fees. Such costs typically include; additional litter collections and repairing damage to hard or soft landscapes	These are fees charged for Walks, runs and similar sporting events. Concerts are charged higher. There is a minimum charge of £100 plus VAT. There is also a disruption charge in addition to the fee per head.
Slough (large parks)	Charitable Not-for-Profit Commercial	10% of commercial rate 10% of commercial rate £3000 to £12,000 per day	A deposit is required for all event bookings. This is non-refundable in the event of a cancellation. The deposit will reflect the possible costs of waste collection, restitution of the site, utilities and projected staff attendance beyond the administration fee.	Rate will depend on extent of park used, projected attendance, charging policy of event and will include the administration fee

## Fees and Charges for Events on Epsom & Walton Downs

The Conservators will set an annual scale of fees and charges for event hire, based on the type of event, area of the Downs used, anticipated attendance, effect on the local community and event duration.

The following regulations apply:

- Prices are set for commercial events.
- Charitable and community events will receive 50% discount from the commercial rate.
- The hire charge reflects the associated administration costs for processing an event application form, the additional involvement of the Downskeepers, a contribution to the maintenance and general upkeep of the Downs and use of facilities such as car parks and toilets. A minimum hire charge of £50 exists subject to 50% discount for charitable and community events.
- A refundable reinstatement bond will be required for all event bookings. This bond will be returned to the event organiser following completion of the event and no additional costs being incurred i.e. for reinstatement purposes, waste collection etc. The bond will reflect the possible costs of waste collection, restitution of the site, utilities and Downskeeper and or officer attendance beyond the hire charge. The bond will be required 4 weeks before the event date.
- Any event wishing to use the Epsom Downs Racecourse facilities such as car parks, stewarding, security etc., will be subject to additional fees as negotiated directly with Epsom Downs Racecourse.
- All event applications are subject to meeting the conditions as stated in the hire agreement form and no event will be permitted until such conditions have been fully met.
- The number of events per year permitted on the Downs is subject to the Events Strategy and the Epsom & Walton Downs Regulation Act 1984.
- All events must be considered and approved by the Conservators at either their April or October meeting.



Table of proposed Fees and Charges for Events on Epsom & Walton Downs

Category	No. of participants, organisers & spectators	Likely Impact	Refundable Reinstatement Bond (Reflects possible impact)	Hire Charge applied	Hire Charge
A	30 - 100	Low	Yes Min charge of £25	Yes	Min charge of £50 50% discount for charities and community events
B	100 - 500	Low - Medium	Yes 10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
C	500 - 1000	Medium - High	Yes 10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
D	More than 1000	Considerable	Yes 10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
S	This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users.		Decision on application	Decision on application	Charge on application
U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman.		No	Decision on application	Charge on application
Filming	Varies	Dependent on scale of project	Decision on application	Decision on application	Charge on application. Minimum charge of £250 per day for larger scale projects.

## **REVIEW OF EVENTS ON THE DOWNS**

Report of the: Downs Manager  
Contact: Sam Beak  
Annexes/Appendices (attached): Annexe 1 - Racecourse car park map on the Downs  
Annexe 2 - Revised Fees and Charges Policy  
Other available papers (not attached):

### **REPORT SUMMARY**

**This report details a review of the Event Management Strategy and the Fees and Charges for Events on the Downs.**

### **RECOMMENDATION (S)**

*Notes*

- (1) That the Conservators agree to the suggestions of the working party as detailed in paragraphs 2.1 – 2.6.**
- (2) That the Conservators note and approve the changes to the Fees and Charges Policy at Annexe 2.**

## **1 Background**

- 1.1 At the meeting of 14 October 2009, the Conservators agreed an Event Management Strategy for the Downs.
- 1.2 On the 28 June 2012, the Conservators agreed to the introduction of a new charging policy for events on the Downs and that a review of the policy would be reported back in January 2014.
- 1.3 Following the London 2012 Olympic Games, Surrey hosting the Olympic cycling time-trials and road race and events such as the Tour of Britain, there has been an increase in the number of cycling events taking part in the County, especially those known as 'sportives'. These events see participants ride similar courses to that of their Olympic heroes and cycling legends, but not under race conditions.
- 1.4 'Sportives' are events that take place on the public highway but do not necessarily require road closures. They can involve cycling, running or a mixture of both and will normally have a staggered start. They are not races and so are not regulated in any way by the sport's national governing body.
- 1.5 The past year has seen a rise in the number of sportives starting from the Downs. The Racecourse is considered to be an attractive venue for organisations to host their event and as they only require facilities within the Racecourse apron there is no requirement to seek the Conservators permission to host the event.

- 1.6 In addition, as the event then takes place on the public highway there is no obligation for the organiser to inform anyone and so the Conservators have to rely on the close working relationship between the Downs Manager and the Events Team at Epsom Downs Racecourse to be notified. Once informed, the Conservators do not have any power to prevent the event from going ahead but can make other stakeholders aware to minimise possible conflict and disruption.
- 1.7 At the meeting of the Conservators on 17 October 2013, it was agreed that a working party would meet to review the current Events Management Strategy and the Fees and Charges policy in light of the rise in the number of sportives occurring on the Downs.
- 1.8 The events working party involved the Downs Manager, Simon Durrant (General Manager, Epsom Downs Racecourse), a representative from the Events Team at the Racecourse and a representative from Surrey County Council coordinating the County's Event Strategy.
- 1.9 This report details the proposals of the working party.

## 2 Suggested Amendments

### Avoiding conflict with Racehorse Training on the Downs

- 2.1 To avoid possible conflicts with the Trainers it is suggested that no events located outside of the Grandstand complex should be permitted **before 12pm Mon – Sat**, or **before 9.30 am on Sundays** unless prior agreement has been received from the Racehorse Trainers. Agreement from the Trainers to any such events will be sought from the Horserace Betting Levy Board appointed Member of the Conservators (currently Mr Simon Dow) prior to them being presented to the Conservators for consideration. Any event proposals which fall within the hours listed above which do not receive agreement from the Racehorse Trainers will not be presented to the Conservators for consideration.
- 2.2 An exception to this would be 'category D' events - where there are more than 1,000 participants taking part. All category D event proposals (even those falling within the hours stated above) will continue to be considered by the Conservators on an ad-hoc basis in full consultation with key stakeholders.

### Car parking for events

- 2.3 Applications for car parking for approved events on the areas marked as 1, 2, 5, 6 & 15 on the map at Annexe 1 will be considered as falling on Racecourse land, and within the Racecourse's ability to approve if it wishes. The Racecourse will be solely responsible for the reinstatement of any of these areas to which it has granted access, in the event of any damage as a result of their use for such car parking.
- 2.4 The use of any other car park on the Downs for event-parking will require the permission of the Conservators, who have the power to refuse access to them. Any refusal may not prevent a related event from going ahead, but would require the organiser to make alternative parking arrangements.

Changes to event charges

- 2.5 Under the Fees and Charges Policy, category B events are currently charged 10% of the hire charge. If an event only had 150 participants and was run by a charity it would currently be charged £75 for the hire charge and therefore £7.50 for the refundable reinstatement bond. This amount would not cover the cost of one hour's work reinstating the ground. It is therefore suggested that categories A and B are both charged a minimum of £25 for the refundable reinstatement bond.
- 2.6 Category S within the Fees and Charges Policy (events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users) states that a charge will be decided on application. To ensure a consistent approach, it is suggested that a fee of £100 is charged for the use of car parks on the Downs for these events when they require 50 car parking spaces or more. Section 25 of the Epsom and Walton Downs Regulation Act 1984 permits the Conservators to make a charge for the use of car parks on the Downs, subject to the approval of the Council, and a requirement that any income received from the charge be applied to the maintenance of the car parks. If necessary, sufficient space will be cordoned-off in the appropriate car park to enable the event to take place, whilst still enabling safe public access.
- 2.7 When considering the number of people on the Downs as part of an event, the current policy includes participants, organisers and spectators. It is proposed that only the number of participants should be considered when calculating the level of fee to be applied, as this is easier to determine and check for accuracy.
- 2.8 When reporting the number of events to the Conservators in any given period, it is proposed that it is a fixed 12 month period reflecting the financial year i.e. April to March.
- 2.9 The revised Fees and Charges Policy containing these proposals is attached at Annexe 2

### **3 Conclusion and Recommendations**

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The Conservators are requested to consider and approve the above suggestions to ensure a smoother process for considering events on the Downs, and to note and approve the revised Fees and Charges Policy.



## Fees and Charges for Events on Epsom & Walton Downs 2014-2015

The Conservators set an annual scale of fees and charges for event hire, based on the type of event, area of the Downs used, anticipated attendance, effect on the local community and event duration.

The following regulations apply:

- Prices are set for commercial events.
- Charitable and community events will receive 50% discount from the commercial rate
- The hire charge reflects the associated administration costs for processing an event application form, the additional involvement of the Downskeepers, a contribution to the maintenance and general upkeep of the Downs and use of facilities such as car parks and toilets. A minimum hire charge of £50 exists subject to 50% discount for charitable and community events.
- A refundable reinstatement bond may be required for event bookings. This bond will be returned to the event organiser following completion of the event and no additional costs being incurred i.e. for reinstatement purposes, waste collection etc. The bond will reflect the possible costs of waste collection, restitution of the site, utilities and Downskeeper/Officer attendance beyond the hire charge. Provision of the bond to the Epsom and Ewell Borough Council will be required 4 weeks before the event date.
- Any event wishing to use the Epsom Downs Racecourse facilities such as car parks, stewarding, security etc. will be subject to additional fees as negotiated directly with Epsom Downs Racecourse.
- All event applications are subject to meeting the conditions as stated in the hire agreement form and no event will be permitted until such conditions have been fully met.
- The number of events per year permitted on the Downs is subject to the Downs Events Strategy and the Epsom & Walton Downs Regulation Act 1984.
- Event applications are considered by the Epsom and Walton Downs Conservators at their April & October meetings.

**A scheme of the fees and charges for events to be held on Epsom and Walton Downs is given below.**

For further information regarding the application process for holding an event on Epsom and Walton Downs, please contact Epsom and Ewell Borough Council via telephone on 01372 732000.

**Table of Fees and Charges for events on Epsom & Walton Downs, 2012-2014**

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
A	30 - 100	Low	Yes  Min charge of £25	Yes	£1 per head as reflected in projected attendance. Min charge of £50 50% discount for charities and community events
B	100 - 500	Low - Medium	Yes  Min charge of £25	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
C	500 - 1000	Medium - High	Yes  10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
D	More than 1000	Considerable	Yes  10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
S	This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users.		Decision on application	Decision on application	Charge on application. £100 will be charged for the use of car parks on the Downs for those events that require 50 car parking spaces or more.
U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman.		No	Decision on application	Charge on application
Filming	Varies	Dependent on scale of	Decision on application	Decision on	Charge on application. Minimum charge of £250 per

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
		project		application	day for larger scale projects.



## **REVIEW OF USE OF THE OWNERS AND TRAINERS AND DERBY ARMS CAR PARK BY THE RACECOURSE**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Phoebe Batchelor, Samantha Whitehead
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	None

### **Summary**

To update the Conservators on the use of the Owners and Trainers and Derby Arms Car Parks by the Racecourse during 2024 and to formally request permission for ad-hoc use in 2025.

### **Recommendation (s)**

#### **The Conservators are asked to:**

- (1) Note the level of use by the Jockey Club of Car Parks 3 and 8 during 2024**
- (2) To approve an application by the Jockey Club to use these cark parks during 2025 for ad-hoc events.**

### **1 Reason for Recommendation**

- 1.1 Due to minimal use of Car Park 3 (Owners and Trainers) and Car Park 8 (Derby Arms) for ad-hoc hospitality events during 2024 and a proposal for a similar number of uses in 2025, it is recommended that permission is granted to continue this arrangement.

### **2 Background**

- 2.1 Following a comprehensive report to the Conservators in June 2018 outlining an application from the Jockey Club to use Car Park 3 (Owners and Trainers) and Car Park 8 (Derby Arms) for ad-hoc hospitality events, approval was granted with conditions set by the Conservators for the use of these areas for up to 40 days per year.
- 2.2 In line with the conditions attached to the approval, a review of the previous year's usage has been conducted and Officers can report that Car Parks 3 and 8 were only used on eight days during 2024, which is well below the limit set by the Conservators.

- 2.3 The Jockey Club have formally approached the Conservators to request that similar permission is granted for the ad-hoc use of Car Parks 3 and 8 for 2025 and predict that the areas will only be required for a maximum of ten days during the year.
- 2.4 No concerns were raised by the Downskeepers, public or racing community during 2024 and therefore the recommendation is to support this request for next year.
- 2.5 The original agreement by the Conservators required the Jockey Club to produce a Management Plan to assess how the land would be used and how it would be managed to ensure there was no detrimental effect on the habitat. However, due to changes in management at the Jockey Club over the past few years, the production of the plan has been delayed. This will be revisited and once produced will be approved by senior Officers in consultation with the Chair of the Conservators.

### 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 There are no financial implications relating to this report.

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

### 5 Legal Implications

5.1 Parking can currently take place in the identified areas at specific times, as provided in the Act and under the consent granted by the Conservators on 23 January 2014 for events approved by the Conservators.

5.2 This consent was as follows: “Applications for event parking for approved events on areas designated as ‘1,2,5,6 and 15’ on the map attached as Annex 1 to the report will be considered as falling on racecourse land and within the Racecourse’s ability to approve if it wishes. The Racecourse will be solely responsible for the reinstatement of any of these areas for which it has granted access, in the event of any damage as a result of their use for such parking”; pursuant to the consent granted in principle on 18 January 2017.

5.3 **Legal Officer’s comments:** None arising from the content of the report.

## 6 Policies, Plans & Partnerships

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

- Opportunity and Prosperity – supporting local businesses

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

6.3 **Climate & Environmental Impact of recommendations:** N/A

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** The proposal supports partnership working with the Jockey Club to help ensure economic viability of the Racecourse outside of racing periods.

## 7 Background papers

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

### **Previous reports:**

- [18 January 2017 – Parking on Land in front of Derby Arms](#)
- [18 June 2018 – Update Parking on Land in front of Derby Arms](#)

### **Other papers:**

- None.

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## **SCHEME FOR BBQS AT THE RACECOURSE REVIEW**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Phoebe Batchelor, Samantha Whitehead
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	Appendix 1 – Map of Designated BBQ areas

### **Summary**

To review the use of barbecues during 2024 race meetings and receive an application from Epsom Downs Racecourse for the use of barbecues at events throughout 2025.

### **Recommendation (s)**

#### **The Conservators are asked to:**

- (1) Note the success of the Barbecue Scheme during 2024 race meetings.**
- (2) To grant Epsom Downs Racecourse permission to use barbeques at race meetings throughout 2025, namely Ladies Day, The Derby and the August Bank Holiday race meetings.**

## **1 Reason for Recommendation**

- 1.1 Following the successful continuation of the barbecue scheme during 2024, it is proposed to grant permission to Epsom Downs Racecourse to follow the same protocol for 2025 race meetings.

## **2 Background**

- 2.1 At the March 2020 meeting of the Epsom and Walton Conservators, members agreed to a scheme for the use of barbecues at Ladies Day, The Derby and the August Bank Holiday race meetings.
- 2.2 Implementation of the scheme was delayed until 2022.
- 2.3 As racing continued as normal during 2024, the barbecue scheme continued, and dedicated barbecue areas were set-up in line with the map provided in the 2020 report and at appendix 1.

- 2.4 Both the Jockey Club and the Downkeepers monitored these areas during the race meeting with no concerns raised by either party.
- 2.5 Further to the success of last year's events, the Jockey Club would like to formally request permission from the Conservators to continue the scheme for the same race meetings in 2025, namely Ladies Day, The Derby and the August Bank Holiday.
- 2.6 There are no proposed amendments to the scheme outlined in 2020, the area will be kept in the same position and the same safety protocols will be followed.

### 3 Risk Assessment

Legal or other duties

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

### 4 Financial Implications

- 4.1 As in the previous year, the proposed scheme will require compliance checks to be undertaken by the Council to ensure the conditions of any permission are being met.
- 4.2 The Downkeepers have confirmed that minimal resources were necessary to carry out the compliance checks last year, and the team are adequately resourced to conduct the checks again next year, should permission be granted.
- 4.3 **Section 151 Officer's comments:** None for this report.

### 5 Legal Implications

- 5.1 The Downs are regulated by the Epsom & Walton Downs Regulation Act 1984. The purpose of the Act is to protect the Downs and put in place arrangements for its management.
- 5.2 Section 11 of the Act allows for the making of byelaws. The Conservators have made such byelaws, and the current set of byelaws were approved in accordance with the statutory process on the 24 September 2013.
- 5.3 The current byelaws, provide at byelaw 2(i) (g) the ability of the Conservators to grant consent to the lighting of fires on the Downs, “2. (i) A person shall not, without the consent of the Conservators, on the Downs: (g) camp or light fires”
- 5.4 If the Conservators agree to grant permission, subject to conditions, it is not to allow camp or light fires, but only to allow the use of barbecues. The proposed conditions along with the operating procedures of the Applicant provide the necessary reassurance that the impact of such activity on the grassland habitat will be managed.
- 5.5 The granting of any conditional permission does not set a precedent for other applications at the Racecourse. It does not permit any applications to be made anywhere else on the Downs.
- 5.6 **Legal Officer’s comments:** The legal comments have been set out above.

## 6 Policies, Plans & Partnerships

- 6.1 **Council’s Key Priorities:** The following Key Priorities are engaged:
  - Opportunity and Prosperity – supporting local business
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:**
  - 6.3.1 There has been a global debate over the impact of charcoal barbecues on air pollution, however, the general feeling appears to be that if the charcoal being burnt is sustainably produced there is a carbon neutral impact on the environment.
  - 6.3.2 The Jockey Club may want to consider this research in its code of conduct for use of the barbecue area and encourage visitors to purchase sustainably produced charcoal from coppiced English woodlands or made from other sustainable materials such as coconut shells, seed/crop husks or bamboo.
- 6.4 **Sustainability Policy & Community Safety Implications:**

6.4.1 The protocols set out in the March 2020 Barbecue Scheme ensures the barbecue area is professionally managed with an emphasis on community safety.

6.5 **Partnerships:**

6.5.1 This item supports the partnership between the Conservators and the Jockey Club.

**7 Background papers**

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

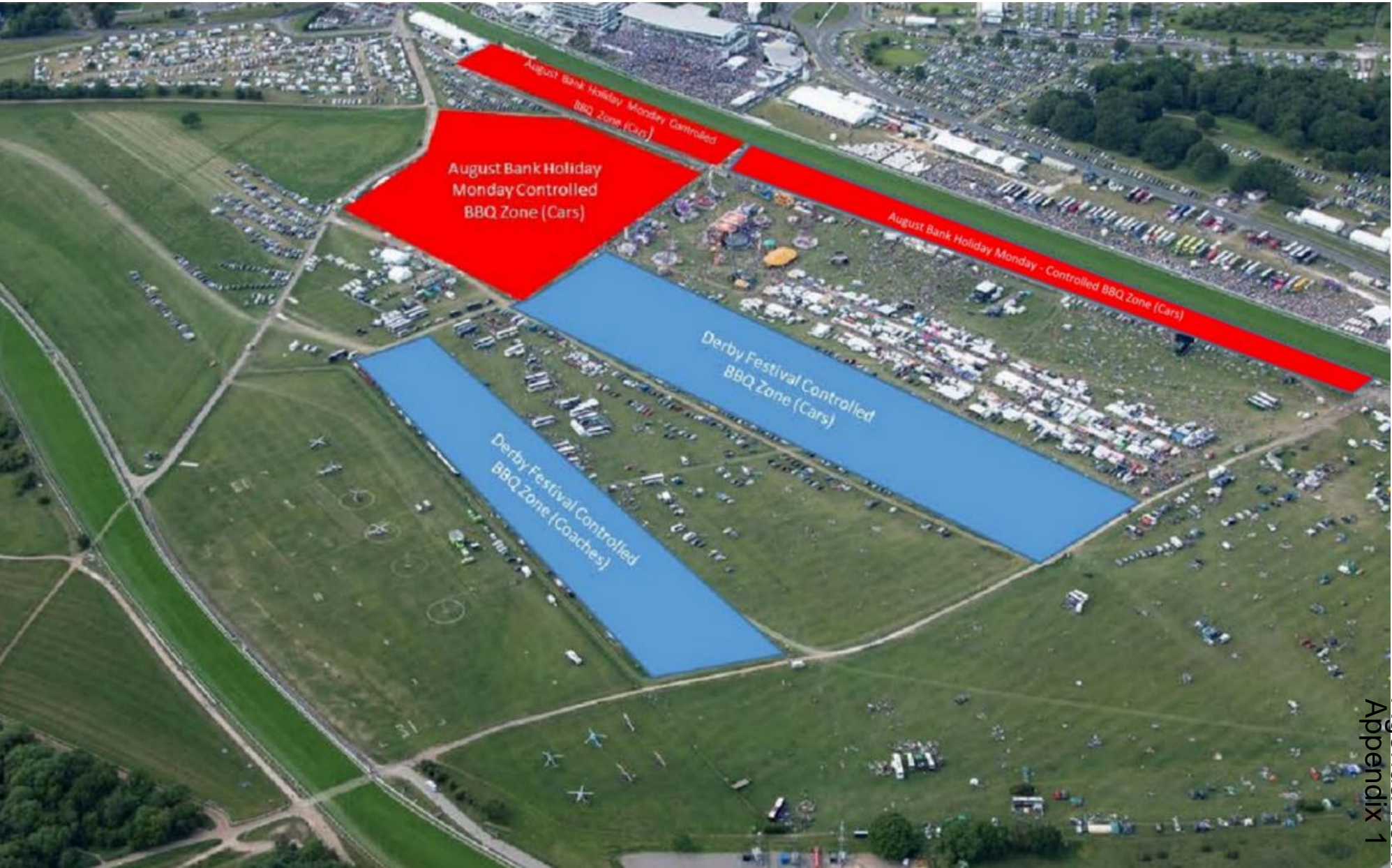
**Previous reports:**

- [March 2020 – Scheme for Barbecues at the Racecourse](#)
- [January 2024 – Scheme for Barbecues at the Racecourse Review](#)

**Other papers:**

- None.





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