

# EPSOM AND WALTON DOWNS CONSERVATORS

Monday 23 June 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  
Jim Allen, Jockey Club Racecourses (the Company)  
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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- Do not stop to collect personal belongings;
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- Do not re-enter the building until told that it is safe to do so.

## **Public information**

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

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

## **Exclusion of the Press and the Public**

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government 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**

Questions and statements from the public are not permitted at meetings of this Committee. [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework sets out which Committees are able to receive public questions and statements, and the procedure for doing so.

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## **AGENDA**

### **1. APPOINTMENT OF THE CHAIR**

To appoint a Chair to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2026.

### **2. APPOINTMENT OF THE VICE CHAIR**

To appoint a Vice-Chair to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2026.

### **3. 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 27 January 2025 (attached) and to authorise the Chair to sign them.

### **4. MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 24 MARCH 2025 (Pages 11 - 20)**

To receive the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 24 March 2025.

### **5. DERBY UPDATE 2025 (Pages 21 - 26)**

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

### **6. FINAL ACCOUNTS 2024/25 (Pages 27 - 42)**

This report seeks approval of the Conservators' final accounts for the financial year 2024/25.

### **7. EPSOM DOWNS MODEL AIRCRAFT CLUB (EDMAC) MOBILITY IMPAIRED PARKING - ANNUAL REVIEW (Pages 43 - 46)**

To provide an annual review of the Epsom Downs Model Aircraft Club Mobility Impaired Parking Scheme on Epsom and Walton Downs and to request permission for the scheme to be granted on a permanent basis.

### **8. VENDING ON THE DOWNS - UPDATE (Pages 47 - 50)**

To report on the Vending on the Downs pilot scheme.

**9. FEASIBILITY STUDY TO REINTRODUCE GRAZING TO JUNIPER HILL**  
(Pages 51 - 74)

One of the three main objectives of the current five-year Epsom and Walton Downs Habitat Management Plan (2023-2028) is to draw up a project plan to reintroduce grazing to Juniper Hill.

The grassland of Juniper Hill bears special attention as it has been considered to be the best of its type in Surrey. It is regarded by the Epsom and Ewell Local Biodiversity Action Plan working group as a top priority to conserve and enhance.

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS  
held at the Council Chamber, Epsom Town Hall on 27 January 2025**

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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)), Simon Durrant (Jockey Club Racecourses (the Company)), Councillor Liz Frost (the Council), Councillor Kim Spickett (the Council) and Councillor Clive Woodbridge (the Council)

Absent: Councillor Bernice Froud (the Council)

Officers present: Jackie King (Chief Executive), Peter Sebastian (Director of Corporate Services (S151)), Samantha Whitehead (Interim Assistant Head of Service - Streetcare) and Phoebe Batchelor (Democratic Services Officer)

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**15 TRIBUTE TO DOWNSKEEPER, RICHARD CULLENS**

The Chair paid tribute to Downskeeper, Richard Cullens, who sadly passed away in January of this year.

The Interim Assistant Head of Service (Streetcare) expressed thanks for the work Richard did in both a voluntary and agency capacity to ensure the Downs ran safely and smoothly and shared that it has been a big loss to the team. These comments were echoed by the Chair.

The Conservators observed a minute's silence in memory of Richard.

**16 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Epsom and Walton Downs Conservators held on **4 November 2024** were agreed as a true record and signed by the Chair.

**17 BUDGET 2025/26**

The Conservators received a report seeking approval for the 2025/26 budget and the recommended precepts on the constituent bodies.

Following consideration, the Conservators unanimously resolved 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.**

## 18 DERBY 2025 UPDATE

The Conservators received an update on the arrangements for the Derby 2025.

The following matters were considered:

- a) **Time Change.** The Vice Chair informed Conservators that due to a request from ITV, the Derby Race will be held at 3.30pm instead of 4.30pm. A Member of the Conservators asked why it is to be held earlier this year. The Vice Chair explained that the Men's England Football team are due to play away in Andorra at 5pm on the Derby day and ITV intend to go live with the Football build-up at 4.30pm. The Vice Chair explained that the race could be held at 4.30pm but it would not be broadcast on ITV1. The Vice Chair informed the Conservators that whilst the Jockey Club would prefer the race to be later, for international betting reasons, it would be better to be broadcast on ITV1. The Vice Chair made clear that the Jockey Club are contracted with ITV to show the race and will accept the requested time change.
- b) **Derby Update.** The Chair informed Conservators that a further Derby Update would be provided via email during April.
- c) **Langley Vale Residents.** The Chair informed Conservators that there has been significant engagement with Langley Vale Residents to communicate the arrangements for the Derby festival.

Following consideration, the Conservators unanimously resolved to:

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

## 19 EPSOM DOWNS RACING SEASON 2025

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

Following consideration, the Conservators unanimously resolved 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) **Agree 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) **Agree 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.**

## 20 RISK REGISTER

The Conservators received a report presenting the risk register for the Epsom and Walton Downs.

The following matters were considered:

- a) **Toilets on the Downs.** The Chair proposed that Risk EWDC7, regarding the re-provision of toilets facilities on the Downs, was removed from the risk register, as it is currently captured on the Epsom and Walton Downs Consultative Committee Action Tracker. The Conservators unanimously agreed that the risk should be retired.

Following consideration, the Conservators unanimously resolved to:

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

**21 EVENTS ON THE DOWNS 2025**

The Conservators received a report informing them of the current confirmed events on the 2025 Event Calendar for the Downs.

The report sought 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.

- a) **Downs Harrier Run.** A Member of the Conservators raised concerns regarding the with the Downs Harrier Run taking place between 11am and 2pm on a Saturday and voiced how this may conflict with training. The Interim Assistant Head of Service Streetcare noted the concern, and informed Conservators that the long-standing event would not cause issues with training. The Interim Assistant Head of Service Streetcare confirmed they would contact the event organisers.

Following consideration, the Conservators unanimously resolved to:

- (1) Note the forthcoming Events Calendar for 2025.**
- (2) Grant approval to hold the 80th 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.**

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

The Conservators received a report updating on the use of the Owners and Trainers and Derby Arms Car Parks by the Racecourse during 2024 and formally requesting permission for ad-hoc use in 2025.

- a) **Trainers.** A Member of the Conservators asked if Trainers had been asked directly if they have any problems. The Interim Assistant Head of Service Streetcare informed Conservators that Trainers had not been directly asked, but if there were any issues, they would have been made clear by now and addressed. The Chair noted that issues would have been raised at the Training Grounds Management Board meetings. A Member of the Conservators stated that there has been a reduction in the amount of use of the Trainers and Owners Car Park and confirmed that any anxieties and issues with its use have been regularly raised and acknowledged.

Following consideration, the Conservators unanimously resolved 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.**

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

The Conservators received a report reviewing the use of barbecues during 2024 race meetings and detailing an application from Epsom Downs Racecourse for the use of barbecues at events throughout 2025.

Following consideration, the Conservators unanimously resolved 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.**

**24 LOCAL GOVERNMENT REORGANISATION**

A Member of the Conservators asked what the future of the Conservators would be if Epsom and Ewell Borough Council ceases to exist, due to EEBC being specifically named in the Epsom and Walton Downs Regulation Act 1984.

The Clerk to the Conservators responded to inform Conservators that the Council's legal team are looking into the situation, and it would likely be the case, that the arrangement will be transferred to whatever new authority is created.

*The meeting began at 6.00 pm and ended at 6.26 pm*

COUNCILLOR STEVEN MCCORMICK (CHAIR)

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## **MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 24 MARCH 2025**

<b>Head of Service:</b>	Piero Ionta, Head of Legal and Monitoring Officer
<b>Report Author</b>	Phoebe Batchelor
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	<b>Appendix 1</b> – Minutes of the Epsom and Walton Downs Consultative Committee held on 24 March 2025

### **Summary**

To receive the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 24 March 2025.

### **Recommendation (s)**

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

- (1) Receive and note the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on the 24 March 2025.**

### **1 Reason for Recommendation**

- 1.1 The Minutes of meetings of the Epsom and Walton Downs Consultative Committee are presented to the Conservators for information and consideration. This report presents the Minutes from the meeting of the Committee held on 24 March 2025.

### **2 Background**

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

“To provide a means of regular consultation:

- on the future management and control of the tracks, rides, paths and areas for hack riding;
- on the rights of horse riders on Epsom and Walton Downs pursuant to Section 15 of the Epsom and Walton Downs Regulation Act 1984 and the byelaws made under the Act; and
- on any other matters affecting the use and enjoyment of the Downs by the public.

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

### 3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

### 4 Financial Implications

4.1 None for the purposes of this report.

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

### 5 Legal Implications

5.1 None for the purposes of this report.

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

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** Not relevant to this report.
- 6.2 **Service Plans:** Not relevant to this report.
- 6.3 **Climate & Environmental Impact of recommendations:** None.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** None.
- 6.6 **Local Government Reorganisation Implications:** None.

## 7 Background papers

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

### **Previous reports:**

- None.

### **Other papers:**

- [Constitution Epsom and Walton Downs Regulation Act 1984 Consultative Committee](#)

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE held at the Council Chamber, Epsom Town Hall on 24 March 2025**

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**PRESENT -**

Councillor Steven McCormick (Chair); Simon Durrant (Epsom Downs Racecourse), Councillor Bernice Froud, Sarah Rayfield (British Horse Society), Alex Stewart (Epsom Downs Riders Protection Society) and Nigel Whybrow (Training Grounds Management Board)

In Attendance: Jim Allen (Epsom Downs Racecourse), Caroline Baldock (Epsom Equestrian Conservation Team), Jane Clarke (Woodcote Epsom Residents' Society (WERS)), Nick Lock (Epsom Civic Society), and Roger Marples (EDMAC)

Absent: Richard Balsdon (College Ward Residents' Association), Bob Eberhard (Epsom and Ewell Cycle Action Group), Nick Harrison (Tattenham & Preston Residents' Association) and James Vincenti (Epsom Downs Model Aircraft Club)

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

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**7 TRIBUTE TO PHILIPPA INGLEBY**

The Chair paid tribute to Philippa Ingleby, who sadly passed away in March of this year.

The Chair expressed thanks for all the hard work Philippa did in initiating and developing the Epsom Downs Hack Riders Community Group and shared she will be greatly missed. These comments were echoed by the Committee.

The Committee observed a minute's silence in memory of Philippa.

**8 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Epsom and Walton Downs Consultative Committee held on 14 October 2024 were agreed as a true record and the Chair was authorised to sign them.

**9 COMMITTEE ACTION TRACKER**

The Committee received a report presenting an update on the Committee Action Tracker.

The following matters were discussed:

- a) **Condition of Hack Canter Ride.** The Chair explained that a site visit and meeting had taken place between relevant parties and the solution agreed upon is to move the hack canter ride. Nigel Whybrow confirmed that the work is scheduled to be done. The Chair stated that this would remain on the action tracker and be updated on at the next meeting.
- b) **Noticeboards on the Downs.** The Chair informed the Committee that he had met with the Interim Assistant Head of Service - Streetcare in January to discuss the updates to the content proofs. The Chair explained that the final proof will be shared to Committee Members and Invited Representatives. The Chair stated that the final proof will be shared by the end of March 2025. The Chair explained once the proof is agreed, they will be sent off to print and put up on the boards as soon as possible. The EDMAC representative explained that an EDMAC noticeboard was removed last June and has only just been returned. The EDMAC representative requested that in future when the boards are moved, please can they be returned as soon as possible. The Interim Assistant Head of Service - Streetcare noted the comment. The Epsom Civic Society representative asked if the noticeboard content would be put on the front and back of the boards or just the front. The comment was due to the back of the boards current displaying the byelaws using a sticky back plastic material, which was not working well. The Interim Assistant Head of Service - Streetcare stated that they would look at getting the byelaws printed onto a more durable material. The WERs representative asked if volunteers were needed to help with the maintenance of the noticeboards. The Interim Assistant Head of Service - Streetcare noted the comment and agreed to get the Downskeepers to check all the boards and clean off any graffiti.
- c) **Spoil Heaps.** The Interim Assistant Head of Service - Streetcare explained it has been a joint effort between Operational Services and the Jockey Club to begin clearing up the spoil heaps and fly tipping, that had accumulated in the top car park. The Interim Assistant Head of Service - Streetcare explained that it is a work in progress, but the site is becoming clearer. The Chair acknowledged Nigel Whybrow's hard work on reallocating the materials in the spoil heap. The Epsom Civic Society asked what is happening with the other spoil heaps, not in the top car park. Nigel Whybrow explained that the spoil heap on Ebbisham Lane, is a project that is currently happening, and the soil will go onto the ruts along the tree line and be used. The Chair stated an update on all spoil heaps will be provided at the next meeting.
- d) **Oak Trees.** The Chair explained that a location has been agreed, and funding has been secured for six trees. The funding is being provided by the Epsom Tree Advisory Board and the Business Improvement District. The Chair stated the trees will be ordered shortly and then planted early April. The Chair expressed thanks to Epsom TAB and BID for the funding.



- e) **Ice Cream Van.** The Interim Assistant Head of Service - Streetcare informed the Committee that the Ice Cream Van has been resituated in the Downskeepers' Car Park as of the 24<sup>th</sup> of March. The Chair expressed thanks to The Interim Assistant Head of Service - Streetcare and lead Downskeeper for their working on organising this.
- f) **Toilets on the Downs.** The Chair explained there is still not budget but it will be kept on the Action Tracker so an update can be provided if some funding can be identified. The EDMAC representative asked if the toilets would be permanent or temporary. The Chair stated that they would be permanent facilities if the project was to be able to be funded and move forward.
- g) **Fibre Sand Gallop.** Nigel Whybrow informed the Committee that they have done what they can. The Chair stated that this item could be closed.
- h) **Resurfacing of Hack Track.** The Chair stated that this item has been dealt with and can be closed.
- i) **Events on the Downs.** The Interim Assistant Head of Service - Streetcare informed the Committee that the Business Support Team agreed to put up the relevant information regarding applying to hold an event on the downs, and also the table of all booked events on the downs, onto the Council's website. The Chair stated that the table of events would also be shared with the Epsom Downs Rider Facebook group.
- j) **Race Horses using Hack Tracks.** The Chair confirmed this item has been dealt with and can be closed.
- k) **Additional Lighting.** The Chair explained that some additional lighting will be going outside the Durdans, and progress should be seen shortly.
- l) **School Run Traffic.** The Chair looked into if there is a TRO for the bottom of Chalk Lane, and there is. The Chair explained that this is an ongoing issue and welcomed solutions from members and representatives.
- m) **Dog Walking on the Downs.** The Interim Assistant Head of Service - Streetcare explained that the Nonsuch Dog Walking licensing scheme goes live at the beginning of April. The Interim Assistant Head of Service - Streetcare shared that there is a dog walking code of conduct which can be shared before the next meeting, to get Committee member and representative thoughts.

Following discussion, the Committee unanimously resolved to:

- (1) **Note the status and update on actions listed in the Committee Action Tracker.**

## 10 ISSUES RAISED FOR CONSIDERATION BY INVITED REPRESENTATIVES

The Committee discussed the issues raised by representatives invited to attend the meeting.

The following matters were discussed:

- a) **Flying on the Downs.** The Epsom Equestrian Conservation Team representative asked if there is a specific area where EDMAC fly their planes. The EDMAC representative explained that there is a specific zone within which EDMAC members fly their zone, it is bounded by the inner barrier of the racecourse. The EDMAC representative explained that there are noise restrictions on planes, and they can check planes, if there are any incidents, to ensure it meets the requirements of the club. The EDMAC representative explained it was probably an internal combustion engine plane that was making a lot of noise, as the electric planes are much quieter, and are the preferred choice of many members now.
- b) **Runway Damage.** The EDMAC representative explained that horses crossing the runway strips can cause damage and problems to planes taking off or landing. Alex Stewart explained that there is no reason for horses to be crossing the runway strips and stated that information could be shared on the Epsom Riders Facebook group to remind people where they should and shouldn't be riding. The Chair agreed with the comments made by Alex Stewart.
- c) **Hosting a family event.** The EDMAC representative explained that EDMAC wish to encourage young people to join and wish to hold a family event to get young people involved and able to try it out. The Interim Assistant Head of Service - Streetcare explained that EDMAC need to apply to hold their event on the Downs via the normal form and process, which can be found on the Council's website.
- d) **Grazing on Juniper Hill.** The Senior Countryside Officer provided an update on the feasibility study carried out regarding reintroducing grazing on the Downs. They explained that there is nothing in the act that does not allow grazing on the Downs, and shared the Conservators must agree before it is reintroduced. The Senior Countryside Officer shared that it would be sheep grazing. A report will be going to Conservators in June to seek their approval. The Senior Countryside Officer has consulted with relevant parties and the main issue would be animals getting lose and the proximity to the gallops, with solutions currently being considered. They explained that the project will be progressed through getting grants to fund it. An invited representative asked if the grazing will affect the movement of deer. The Senior Countryside Officer said it would not impact deer. A Committee Member asked if animals would be moving around or located in one area. The Senior Countryside Officer said the animals would be located in just one area. The Member suggested reaching out to NESOT to get volunteers to help with the project. The Senior Countryside Officer

noted the comment. The Senior Countryside Officer explained it would roughly cost £15K to set up the project and a key point to sort would be having a member of staff who is responsible for finding and supporting the volunteers who help with the project. The Senior Countryside Officer stated that the timeline of the project is up for discussion.

- e) **Repair and reinstatement of tracks and grass.** The Epsom Civic Society representative mentioned the damage caused by the repair of the lower track. The Chair mentioned that the area has significantly improved but there is still work to be done. The Epsom Civic Society representative asked if there is a date for when the work is due to be finished. Nigel Whybrow confirmed that the work would all be completed before the next meeting in October.
- f) **Horse Numbers.** The WERs representative raised concerns regarding the number of horses coming both ways through Langley Vale village. The Chair noted the comments and stated that communication would be made with the relevant parties to update them on the current situation and developments regarding Downs House. The Chair invited the WERs representative to a meeting on the Downs, to discuss areas of particular concern, regarding the condition of bridleways and pathways. The Chair shared that there is a new entrance at the back of Downs House and there is work going into looking at sight lines, visibility and awareness for those who aren't familiar with the area.
- g) **Fallen Tree.** A Committee Member raised that there is some fallen tree across the paths on the Downs. The Interim Assistant Head of Service - Streetcare asked the Member to share the location of the fallen trees and agreed that the Downskeepers will have a look and move trees that are blocking paths. The Interim Assistant Head of Service - Streetcare stated that if the trees are too big to be moved by the Downskeepers, it will be referred to the Tree Officer to sort.
- h) **Social Media Videos.** The Chair stated that there are videos circulating on social media of hack riders riding up the Poly Gallop on a Sunday afternoon. The Chair shared that the gallops will be monitored more closely from now on and expressed that this behaviour is trespass and if people are caught, they may be prosecuted. The Chair asked the Committee to share that warning and information with users of the Downs.
- i) **Open days.** The Chair shared that there are dates that will be shared, once confirmed, regarding open days of stables on the Downs. The Chair asked the Committee to help publicise the dates once they have been confirmed.
- j) **Filming on the Downs.** The EDMAC representative raised that EDMAC would like to produce a video of a plane flying over the Downs, as a promotional element for the club. The EDMAC representative asked if they had permission to do so. The Chair invited EDMAC to submit an

application to do so and encouraged them to avoid horse training times. The Interim Assistant Head of Service - Streetcare asked if EDMAC would be flying outside of the designated zone when taking the photo and video content. The EDMAC representative stated that they would not need to fly outside of the designated zone.

- k) **Hack Gallop.** An invited representative raised that there is no sign on a hack gallop, near the bottom gallop, informing people that it cannot be used until after 12. Nigel Whybrow confirmed that there are yellow hack markers in place to indicate that it cannot be used until after 12. The invited representative explained that a sign would also be helpful for those that do not know what the hack marker represents.
- l) **Hack posts.** The Interim Assistant Head of Service - Streetcare informed the Committee that additional hack posts are being installed across middle hill. The Chair asked that hack posts in place can be left where they are and not removed or disturbed.

Following discussion, the Committee unanimously resolved to:

- (1) **Consider the matters raised by invited representatives as set out in this report.**

## 11 ITEMS FOR THE ATTENTION OF THE CONSERVATORS

The Committee identify that the Grazing on the Downs item would be going to the June meeting of the Conservators to seek their approval before the project progresses any further.

The resurfacing of the lower track item was identified to be added to the Committee Action Tracker.

*The meeting began at 6.00 pm and ended at 7.10 pm*

COUNCILLOR STEVEN MCCORMICK (CHAIR)

## DERBY UPDATE 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>	Appendix 1 – Derby Update 2025

### Summary

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

### Recommendation (s)

**The Conservators are asked to:**

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

### 1 Reason for Recommendation

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

### 2 Background

- 2.1 The Derby Festival took place from 6 – 7 June 2025.
- 2.2 Epsom Downs Racecourse have provided an update on 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 None.

- 3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

#### 4 Financial Implications

4.1 None arising from the contents of this report.

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

#### 5 Legal Implications

5.1 None arising from the contents of this report.

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

#### 6 Policies, Plans & Partnerships

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

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

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

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

6.5 **Partnerships:** None.

6.6 **Local Government Reorganisation Implications:** None.

#### 7 Background papers

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

**Previous reports:**

- [Epsom Downs Racing Season 2025](#)

**Other papers:**

- None.

## THE DERBY FESTIVAL 2025

### Summary

June 6<sup>th</sup> & 7<sup>th</sup> 2025, saw the Epsom Downs racecourse Derby Festival take place, which included the 246<sup>th</sup> running of The Derby with Betfred continuing their sponsorship of The Derby Festival.

The two days were successfully delivered following almost a year of planning. Despite the wonderful dry spring, Epsom Downs Racecourse was initially forecast with a Storm with a Yellow Warning for two days of The Derby Festival. This weather front was eventually pushed back, and a dry and partially sunny Friday occurred.

However, even on Derby Day morning, the Yellow Weather warning was forecast to begin about 10am and continue through the day. There was also potential for thunder and lightning throughout the afternoon which could have led to the delay or abandonment of the Derby/DJ Set or indeed the entire afternoon's racing.

Luckily, the rain did not arrive until after the Derby and only affected the final 3 races on the day. The predicted thunder and lightning storms never arrived.

### Build-up

Access to the Downs and our outer enclosures was granted by the Conservators for mid-May. The build period was predominantly dry, and the development of the Temporary structures progressed as a good speed.

The Temporary Structures were almost identical to those used in 2024, but with minor modifications internally.

This year Epsom Downs Racecourse once again applied for the closure of Footpath 50 for a 3-week period, and this again proved to be much safer for all involved during the build-up, with significantly less issues raised to Surrey CC.

Epsom Downs Racecourse would like to once again thank the Racehorse Trainers and Downskeepers for their co-operation and who, once again, worked well alongside the Racecourse during the build-up period and indeed during the de-rigg of the Temporary Structures.

The Derby is like no other event and the build schedule is based on limited time, so it does require all parties to work together during this period. The contractors were heavily briefed on the Racehorse Training and Travelling community, as well as the importance of maintaining impeccable Health & Safety standards at all times.

## **Traveller Camp**

Unfortunately, a handful of caravans turned up before the Official Travellers camping area was due to open. They parked just off Old London Road on the Downs on Jockey Club owned land. Our on-site security monitored this group, and the council and Police spoke with those concerned. The process to move the camp on was started by the Racecourse and Council but they moved into the designated area on opening. I am not aware of any antisocial behaviour or damage caused by this group in this location, and this was confirmed by the Police.

Unfortunately, this happened in 2024 but was only brought to the Racecourse General Manager's attention a few weeks before the arrival of the unofficial encampment (UE). Despite erecting No Parking/Private Property signage, fixing the gate posts, barrier and padlocks, the UE still gained access to the site, much to the frustration of the residents whose back gardens adjoined the area of land the UE was parked on.

The Racecourse will raise the bank in this area before the end of this year to ensure it is as difficult as possible to get Caravans onto the land. The General Manager also made the acquaintance of Mr. Charlie Cooper who oversees the Travelling Community Camp. It is hoped that this relationship will help prevent a recurrence of the UE in 2026.

There were significantly fewer Caravans for the 2025 Derby Festival because of the clash with the Appleby Horse Fair. At the time of writing, the racecourse has received no complaints or reports of any incidents involving the Travelling Community Camp during the 2025 Derby Festival.

All travellers left site by close of play Sunday 8th June. They did not clear up all of their rubbish.

## **Royal Visit**

Unfortunately, there was no Royal Patronage of the Derby Festival in 2025.

## **Ladies Day & Derby Day**

Over the two days of the Derby Festival Epsom Downs Racecourse witnessed some fantastic racing action across 15 races. The Betfred Derby was won by Lambourn and was trainer Aiden O'Brien's record-extending 11<sup>th</sup> Derby success.

The Betfred Oaks was won by Minnie Hauk, also trained by Aidan O'Brien. The third Group 1, The Betfred Coronation Cup, was won by Jans Brueghel who completed a remarkable Group 1 Treble for Aidan O'Brien.

Conservators once again gave approval for BBQ's to be permitted within two locations on the Hill. Working alongside our cleaning provider, Surrey Fire & Rescue and an independent fire safety partner, I am pleased to report that there were no issues reported.



The weather forecast for the two days of the Derby Festival was appalling and contributed to the low attendance of c34k, verses a 2025 attendance of 40k.

### **Breakdown**

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

It was my first Derby as General Manager and I would like to record my thanks on behalf of the whole team and wider Jockey Club for the support of the Epsom and Walton Downs Conservators, Epsom & Ewell Borough Council, Surrey County Council, Reigate & Banstead Council, Surrey & Sussex Police, Surrey Fire & Rescue and Southeast Coast Ambulance Service.

Without all of us effectively working together we wouldn't be able to deliver an event of this size that showcases Epsom and Surrey to an international stage. It was a pleasure to be a part of the team to deliver a fantastic Derby Festival in 2025.

The low attendance was almost certainly caused by the poor weather for the Derby Festival and the cost-of-living crisis.

**Jim Allen**

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## **FINAL ACCOUNTS 2024/25**

<b>Head of Service:</b>	Cagdas Canbolat, Director of Corporate Services and Section 151 Officer (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 – 2024/25 Revenue Account Appendix 2 – Financial Statements 2024/25 Appendix 3 – Annual Governance and Accountability Return 2024/25

### **Summary**

This report seeks approval of the Conservators' final accounts for the financial year 2024/25.

### **Recommendation (s)**

**The Conservators are asked to:**

- (1) Receive the final accounts for 2024/25, subject to external audit.**
- (2) Consider and approve the Annual Governance Statements as set out in section 1 of Appendix 3 to this report.**
- (3) Consider and approve the Accounting Statements as set out in section 2 of Appendix 3 to this report.**
- (4) Confirm that the arrangements for the internal audit as set out in this report are effective for auditing purposes.**
- (5) Nominate and authorise the Chair and Clerk to sign the Annual Governance Statement and the Accounting Statements on behalf of the Conservators.**

## **1 Reason for Recommendation**

- 1.1 To meet the statutory requirement for the Conservators to consider and approve the financial statements by 30 June 2025.

## 2 Background

- 2.1 This report represents the Conservators' final accounts for the year ended 31 March 2025.
- 2.2 The revenue account, attached at Appendix 1, details income and expenditure for the year compared to the budget.
- 2.3 The financial statements are attached at Appendix 2 and the Annual Governance and Accountability Return, which requires approval of the Conservators, is attached at Appendix 3.
- 2.4 The Annual Governance and Accountability Return will be subject to external audit between July and September 2025.

## 3 Revenue Account for 2024/25

- 3.1 Overall, net expenditure for the year was £474,059 compared to the original budget of £486,170 resulting in a surplus for the year and an increase in the working balance of £12,111
- 3.2 At Q3, a deficit of £447 had been forecast. The year-end £12,111 surplus is mainly due to the following items:

Explanation of significant variances	Adverse/(Favourable) Variance £
Grounds Maintenance – Net reduction in running costs, mainly due to underspent fuel budget	<b>(4,550)</b>
Keeper's Hut – net reduction in running & maintenance cost, mainly due to electricity and building maintenance	<b>(3,496)</b>
Central Expenses – net reduction, mainly due to VAT payments and general running costs	<b>(1,528)</b>
Derby Travellers Caravan Site – increased expenditure	<b>615</b>
Income – increased income from catering licence and interest received	<b>(3,152)</b>

## 4 Repairs and Renewals Fund

- 4.1 The balance of the fund at 31 March 2025 was £23,287, as show in the following table:

<b>Repairs and Renewals Fund</b>	<b>£</b>
<b>Balance brought forward 1 April 2024</b>	<b>20,191</b>
Annual budgeted contribution from revenue to R&R Fund	2,000
Interest on balance (5.17% average interest)	1,096
<b>Balance carried forward (uncommitted) 31 March 2025</b>	<b>23,287</b>

## 5 Internal Audit

- 5.1 Since 1 April 2019, the Southern Internal Audit Partnership (SIAP) has provided internal audit services to the Council and the Conservators, which includes completion of the internal Audit Report within the Conservator's Annual Governance and Accountability Return. The role and scope of SIAP is detailed with the Internal Audit Charter which was presented to the Council's Audit & Scrutiny Committee on 27 March 2025.
- 5.2 The 2024/25 Internal Audit Plan was submitted in March 2024 to the same Committee who act as an Audit Committee under the Council's constitution. The Audit & Scrutiny Committee receive quarterly audit progress reports and a year-end Annual Report & Opinion.
- 5.3 All financial transactions for the Conservators are processed through Epsom and Ewell Borough Council's financial systems and transactions recorded on the Council's financial management system.
- 5.4 SIAP makes the appropriate arrangements for the Annual Internal Audit Report section of the Annual Return to be checked and signed off, which was completed on 22/05/2025.

## 6 Annual Governance and Accountability Return

- 6.1 Smaller Bodies in England must complete an annual return, known as the Annual Governance and Accountability Return (AGAR) to the appointed External Auditor. PKF Littlejohn LLP have been appointed as the auditor to all relevant smaller authorities in Surrey for 5 years from 01 April 2022 to 31 March 2027. The AGAR for the year ending 31 March 2025 is attached at Appendix 3.
- 6.2 Any significant changes to the AGAR following external audit will be reported back to the Conservators.
- 6.3 Each smaller authority is now required by law to:

- 6.3.1 Prepare Accounting Statements for the year ended 31 March 2025 in the form required by proper practices (the relevant AGAR, Form 1, 2 or 3).
- 6.3.2 Approve and publish the unaudited AGAR including Accounting Statements by 30 June 2025.
- 6.3.3 Provide for the exercise of public rights.
- 6.3.4 Publish the audited AGAR, including the signed external auditor report by 30 September 2025.
- 6.4 With regard to the AGAR, the Conservators will note that:
  - 6.4.1 The detailed budget is submitted to the Conservators each year prior to contributions being levied from constituent bodies.
  - 6.4.2 Officers monitor the account as part of the Council's budget monitoring arrangements.
  - 6.4.3 The Treasurer presents a mid-year monitoring report to the Conservators.
  - 6.4.4 The Treasurer presents a year-end report to the Conservators (this report).
  - 6.4.5 All transactions are subject to the Council's financial management and internal control arrangements.
  - 6.4.6 The Council's financial processes and operational activity are subject to risk profile as part of the audit needs assessment.

## 7 Risk Assessment

### Legal or other duties

- 7.1 A risk register is reported at least annually to the Conservators, most recently in January 2025.
- 7.2 The working balance stands at £63,421 at 31 March 2025. The 2025/26 budget includes provision for an annual contribution of £7,599 back to the working balance, to replenish this reserve over time. Together with the Repairs and Renewals fund, the working balance reserve provides sufficient financial cover to manage unexpected expenditure and risks.
- 7.3 Equality Impact Assessment
  - 7.3.1 None arising from the contents of this report.

7.4 Crime & Disorder

7.4.1 None arising from the contents of this report.

7.5 Safeguarding

7.5.1 None arising from the contents of this report.

7.6 Dependencies

7.6.1 None arising from the contents of this report.

7.7 Other

7.7.1 None arising from the contents of this report.

**8 Financial Implications**

8.1 **Section 151 Officer's comments:** Financial implications are set out in the body of the report. If members have a detailed question(s) on the appended accounts, it is requested that these be submitted in advance where possible, to enable officers to investigate with the relevant budget manager. The next scheduled budget report to Conservators will be the 2025/26 mid-year monitoring report at November's meeting.

**9 Legal Implications**

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

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

**10 Policies, Plans & Partnerships**

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

- Effective Council, Green & Vibrant

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

10.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

10.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

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

- 10.6 **Local Government Reorganisation Implications:** The impact of LGR on the operations of the Epsom & Walton Downs Conservators is yet to be quantified. Once the outcome of the LGR submission to government is known, work will commence to understand the impact and how the responsibilities will be transferred to the new authority.

## 11 Background papers

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

**Previous reports:**

- [Budget 2025/26 – \(27 January 2025\)](#)

**Other papers:**

- [Audit and Scrutiny Committee \(27 March 2025\)](#)



EWDC Outturn 2024/25

<u>2023/24</u> <u>Outturn</u>		<u>2024/25 Budget</u>	<u>2024/25 Outturn</u>	<u>2024/25</u> <u>Outturn</u> <u>Variance</u>
£		£	£	£
	<b><u>Grounds Maintenance</u></b>			
0	Maintenance of Grounds	220	88	-132
0	Car Park Repairs	3,440	2,328	-1,112
28,332	Tree Maintenance Schedule	13,300	15,773	2,473
6,916	Fuel	10,825	5,117	-5,708
7,714	Spot hire of vehicles	1,000	1,187	187
3,194	Transport Insurance recharge	3,545	3,545	0
0	Chemicals for weed control	445	0	-445
0	Disposal of Waste	0	0	0
32,530	Transport fleet SLA NJMC	34,480	34,480	0
3,430	Internal trade waste fees	3,965	4,151	186
<b>82,116</b>	Sub-Total	<b>71,220</b>	<b>66,670</b>	<b>-4,550</b>
	<b><u>Keepers Hut</u></b>			
3,181	Engineering and fabric recharges	3,290	3,355	65
24	Building and M&E maintenance	1,190	0	-1,190
1,755	Electricity	3,675	1,526	-2,149
825	Rates	1,030	908	-122
463	Water dispenser costs	320	326	6
159	TV Licence	175	170	-6
0	General office expenses	100	0	-100
769	Insurance recharges	1,145	1,145	0
<b>7,176</b>	Sub-Total	<b>10,925</b>	<b>7,429</b>	<b>-3,496</b>
	<b><u>Central Expenses</u></b>			
28,000	Additional pension contribution	28,000	28,000	0
1,312	Budgeted contribution to Repairs & Renewals Fund	2,000	3,096	1,096
-12,832	Contribution to Working Balance	0	0	0
617	Clothing & uniforms	700	706	6
6,000	Contribution to Working Balance	7,000	7,000	0
1,638	External Audit	1,710	1,308	-402
360	Miscellaneous expenses	1,165	988	-177
82	General office expenses	1,125	358	-767
27,710	VAT payments	25,010	23,727	-1,283
296,920	OS SLA recovery EWDC	314,735	314,735	0
22,200	Management costs SLA rec	23,540	23,540	0
1,004	Insurance	1,420	1,420	0
555	Internal audit	590	590	0
<b>373,564</b>	Sub-Total	<b>406,995</b>	<b>405,468</b>	<b>-1,527</b>
	<b><u>Derby Travellers Caravan Site</u></b>			
4,490	Contract Payments	4,505	5,120	615
<b>4,490</b>	Sub-Total	<b>4,505</b>	<b>5,120</b>	<b>615</b>
<b>467,347</b>	<b>Gross Expenditure</b>	<b>493,645</b>	<b>484,686</b>	<b>-8,959</b>

EWDC Outturn 2024/25

<u>2023/24</u> <u>Outturn</u>		<u>2024/25 Budget</u>	<u>2024/25 Outturn</u>	<u>2024/25</u> <u>Outturn</u> <u>Variance</u>
£		£	£	£
	<b>Income:</b>			
-5,447	Hire charges	-4,005	-5,915	-1,910
-3,249	Interest on Balances	-2,000	-3,562	-1,562
0	Misc. income	-1,470	-1,150	320
<b>-8,697</b>	Income	<b>-7,475</b>	<b>-10,627</b>	<b>-3,152</b>
<b>458,650</b>	Net Expenditure	<b>486,170</b>	<b>474,059</b>	<b>-12,111</b>
	<b>Precepts:</b>			
-275,190	Borough Council	-291,700	-291,700	0
-45,865	Training Board	-48,620	-48,620	0
-137,595	Epsom Racecourse	-145,850	-145,850	0
<b>-458,650</b>		<b>-486,170</b>	<b>-486,170</b>	<b>0</b>

<b>0</b>	<b>Surplus (-) / Deficit in Year</b>	<b>0</b>	<b>-12,111</b>	<b>-12,111</b>
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<b>41,142</b>	<b>Working Balance brought forward 1 April</b>
<b>6,000</b>	Add budgeted in year contribution to working balance
<b>10,000</b>	Add agreed transfer from R&R fund
<b>-12,832</b>	Surplus/deficit for the year
<b>44,310</b>	<b>Working Balance carried forward 31 March</b>

<b>44,310</b>
<b>7,000</b>
<b>0</b>
<b>12,111</b>
<b>63,421</b>

Financial Statements 2024/25 (Subject to Audit)

**EPSOM AND WALTON DOWNS CONSERVATORS**  
**REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025**

	2023/24 £'000	2024/25 £'000
Income:-		
Interest on Balances	3	4
Other Income	5	7
Epsom and Ewell Borough Council Precept	275	292
Epsom and Walton Downs Training Board Precept	46	49
Epsom Down Racecourse Precept	138	146
	<b>467</b>	<b>497</b>
Expenditure:-		
Employees	28	28
Premises	34	24
Transport	19	13
Suppliers and Services	42	40
Third Party Payments	0	0
Support Services	357	380
	<b>480</b>	<b>485</b>
Deficit (-) / Surplus for the year	-13	12
Budgeted Contribution to Working balance	6	7
Transfer from R&R fund to Working balance fund	10	0
Balance Brought Forward at 1 April	41	44
<b>Balance Carried Forward at 31 March</b>	<b>44</b>	<b>63</b>

Financial Statements 2024/25

**EPSOM AND WALTON DOWNS CONSERVATORS**  
**BALANCE SHEET AS AT 31 MARCH 2025**

31 March 2024			31 March 2025	
£'000	£'000		£'000	£'000
	0	<b>FIXED ASSETS</b>		0
		Plant and Equipment		
		<b>CURRENT ASSETS</b>		
0		Debtors (General)	0	
116		Debtors (Epsom and Ewell B.C.)	139	
116			139	
		<b>LESS: CURRENT LIABILITIES</b>		
51	65	Creditors	52	87
	<b>65</b>			<b>87</b>
		Represented By:-		
		<b>RESERVES</b>		
	20	Repairs and Renewals Fund		23
	44	Working Balance		63
	<b>65</b>	<b>Total Reserves</b>		<b>87</b>

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

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

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

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

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

### Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

## Agenda Item 6 Appendix 3

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken: DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY  
 Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit:  REQUIRED Date: DD/MM/YYYY

**\*If the response is ‘no’ please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**  
**\*\*Note: If the response is ‘not covered’ please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

We acknowledge as the members of:

**ENTER NAME OF AUTHORITY**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

**DD/MM/YYYY**

and recorded as minute reference:

**MINUTE REFERENCE**

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

Chair **SIGNATURE REQUIRED**

Clerk **SIGNATURE REQUIRED**

**ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**



ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

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

 SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Section 3 – External Auditor’s Report and Certificate 2024/25 Agenda Item 6 Appendix 3

In respect of

ENTER NAME OF AUTHORITY

## 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## **EPSOM DOWNS MODEL AIRCRAFT CLUB (EDMAC) MOBILITY IMPAIRED PARKING - ANNUAL 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>	None.

### **Summary**

To provide an annual review of the Epsom Downs Model Aircraft Club Mobility Impaired Parking Scheme on Epsom and Walton Downs and to request permission for the scheme to be granted on a permanent basis.

### **Recommendation (s)**

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

- (1) Note the success of the scheme.**
- (2) Grant permission for the Epsom Downs Model Aircraft Club Mobility Impaired Parking Scheme on a permanent basis.**

### **1 Reason for Recommendation**

- 1.1 The Mobility Impaired Parking scheme for members of EDMAC has been working well since its introduction in June 2023.
- 1.2 The Model Aircraft Club have diligently controlled access to the disabled parking facilities and the Lead Downskeeper has stated that there is rarely more than one car using the designated parking area at any one time.
- 1.3 There have been no reports of misuse, no complaints from other visitors to the Downs, and no breaches of security during trial period.
- 1.4 On this basis, it is proposed that the scheme is granted on a permanent basis, with the caveat that it will return to be reviewed by Conservators if any issues arise.

## **2 Background**

- 2.1 At their meeting on 19 June 2023 the Conservators resolved to support a mobility impaired parking scheme for members of the Epsom Downs Model Aircraft Flying Club and to grant permission for four accessible parking spaces near to the flying area for the use of members of EDMAC who are in possession of a blue badge.
- 2.2 Approval was granted for an initial period of one year with an annual review thereafter.
- 2.3 At the Epsom and Walton Downs Consultative Committee on 16 October 2023 an invited representative of EDMAC, queried if the approved disabled parking spaces for EDMAC would continue to be voted through every year. It was agreed that conducting an annual review would be the most effective way to maintain approval, allowing any issues raised by either party to be discussed and resolved at the meeting.
- 2.4 As no issues have arisen since the scheme was approved in June 2023, it has been suggested that the scheme should be granted on a permanent basis.

## **3 Risk Assessment**

Legal or other duties

- 3.1 Equality Impact Assessment
  - 3.1.1 This parking scheme provides easier access to the flying area for mobility impaired members of EDMAC.
- 3.2 Crime & Disorder
  - 3.2.1 The scheme has been well managed by EDMAC and there have been no reported breaches in security of the Downs whilst the scheme has been in place.
- 3.3 Safeguarding
  - 3.3.1 None for the purpose of this report.
- 3.4 Dependencies
  - 3.4.1 None for the purpose of this report.
- 3.5 Other
  - 3.5.1 None for the purpose of this report.

## **4 Financial Implications**

- 4.1 None for the purpose of this report.

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

## 5 Legal Implications

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

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Safe and Well
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None for the purpose of this report.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** This scheme is in partnership with EDMAC as regular users of Epsom and Walton Downs.
- 6.6 **Local Government Reorganisation Implications:** None.

## 7 Background papers

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

### Previous reports:

- [Epsom Downs Model Aircraft Club \(EDMAC\) Mobility Impaired Parking – 19 June 2023](#)
- [Epsom Downs Model Aircraft Club \(EDMAC\) Mobility Impaired Parking – 17 June 2024](#)

### Other papers:

- [Minutes of the Epsom and Walton Downs Consultative Committee 16 October 2023](#)

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## VENDING ON THE DOWNS - UPDATE

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

### Summary

To report on the Vending on the Downs pilot scheme.

### Recommendation (s)

#### The Conservators are asked to:

- (1) **Note the success of the Chill and Grill Mobile Catering Unit stationed at the View Point Car Park and agree to extend the licence for a further twelve-month period.**
- (2) **Receive an update on the proposed start date of the Tiger Lily Bus Company at the Mile Post Car Park**
- (3) **Note the new position of the Ice Cream Van**

#### 1 Reason for Recommendation

- 1.1 The Chill and Grill Mobile Catering Unit has been successfully operating at the View Point Car Park since October 2024. During this period the business has worked consistently to build relationships with both stakeholders of the Downs and customers.
- 1.2 During the trial period we have received only compliments on the quality and price and have not received any complaints. The trader has been diligent around litter clearance and has kept in regular contact with Management to alert of them of any concerns around anti-social behaviour and abandoned vehicles in the car park.
- 1.3 On this basis, we would recommend that the Committee agree to the recommendation to extend the licence for a further twelve-month period.

## **2 Background**

- 2.1 At the Conservators meeting held on the 17 June 2024, the Committee agreed to run a pilot of Mobile Food Vending at two additional locations on Epsom and Walton Downs, the View Point Car Park and the Mile Post Car Park. In addition, the Committee agreed to move the Ice Cream Van to a safer location in the Downskeepers' Hut Car Park.
- 2.2 Two mobile food vendors put forward applications for each car park and one started trading at the View Point Car Park in October 2024 with other due to start trading on the 17 June 2025 at the Mile Post Car Park on a six-month trial.
- 2.3 The ice cream van was successfully moved to the Downskeepers' Hut Car Park with a temporary move to the Hyperion Car Park during the Derby period.

## **3 Risk Assessment**

Legal or other duties

### **3.1 Equality Impact Assessment**

3.1.1 None for the purpose of this report.

### **3.2 Crime & Disorder**

3.2.1 Since the Mobile Food Vendor has been operational at the View Point Car Park, officers feel that their presence has had a positive impact on the security of the site. The vendor has alerted officers to suspicious activity, and they have built good relationships with Downskeepers, Jockey Club staff and Golf Course personnel.

### **3.3 Safeguarding**

3.3.1 None for the purpose of this report.

### **3.4 Dependencies**

3.4.1 None

### **3.5 Other**

3.5.1 None

## **4 Financial Implications**

- 4.1 The fees from mobile food vending have provided a new income stream for the Epsom & Walton Downs Conservators and to date all invoices have been paid promptly.



- 4.2 **Section 151 Officer's comments:** Income generation from appropriate activities such as this helps to fund the work undertaken by the Conservators.

## 5 Legal Implications

- 5.1 A licence agreement is in place to cover mobile food vending on Epsom & Walton Downs.
- 5.2 If a new licence agreement or variation to an existing licence agreement is required, then this should be produced by legal services
- 5.3 **Legal Officer's comments:** None other than as set out in the report.

## 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Opportunity and Prosperity
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None for the purpose of this report.
- 6.4 **Sustainability Policy & Community Safety Implications:** To date mobile food vending at the View Point Car Park has had a positive impact on Community Safety.
- 6.5 **Partnerships:** The mobile food vendor has worked in partnership with all stakeholders on the Downs.
- 6.6 **Local Government Reorganisation Implications:** None at present.

## 7 Background papers

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

**Previous reports:**

- Vending on Epsom & Walton Downs – 17 June 2024

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## **FEASIBILITY STUDY TO REINTRODUCE GRAZING TO JUNIPER HILL**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Sarah Clift, Samantha Whitehead
<b>Wards affected:</b>	College Ward; Town Ward; Woodcote and Langley Vale Ward;
<b>Appendices (attached):</b>	<b>Appendix 1</b> - Feasibility study to reintroduce grazing to Juniper Hill

### **Summary**

One of the three main objectives of the current five-year Epsom and Walton Downs Habitat Management Plan (2023-2028) is to draw up a project plan to reintroduce grazing to Juniper Hill.

The grassland of Juniper Hill bears special attention as it has been considered to be the best of its type in Surrey. It is regarded by the Epsom and Ewell Local Biodiversity Action Plan working group as a top priority to conserve and enhance.

### **Recommendation (s)**

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

- (1) Agree in principle to reintroduce grazing to Juniper Hill, subject to a further report presented to the Conservators at their January 2026 meeting which will include detailed capital and revenue expenditure requirements and funding options.**
- (2) Decide if permanent or temporary fencing should be used to secure livestock.**

### **1 Reason for Recommendation**

- 1.1 Grazing has always been and is likely to remain, the preferred management option on Juniper Hill as it has been responsible for creating and maintaining the biological interest, allowing the wildflowers to flourish and a vital aid in controlling the scrub.

## 2 Background

- 2.1 The management recommendations for this area are essential for the maintenance and restoration of this nationally scarce and important habitat.
- 2.2 Juniper Hill contains an area of very diverse calcareous grassland, however, with current resources, the rougher grasses and scrub are becoming invasive, leading to a reduction in this diversity.
- 2.3 In the grassland and the surrounding woodland, there are also several Juniper bushes. In Southern counties, Juniper is in a critical state of decline with evidence of habitat fragmentation, so it is a priority to protect the population we have.
- 2.4 There has been a huge amount of partnership working and volunteer effort that has gone in to open up and restore this area over the last 25 years, which should not be lost.
- 2.5 Grazing was carried out on Juniper Hill in the recent past at the end of the 90s and early 2000s. It was very successful and made a real difference to the habitat. Since grazing has ceased the habitat is degrading and we are losing the diversity of plant life that was once there.

## 3 Risk Assessment

### Legal or other duties

- 3.1 Equality Impact Assessment
  - 3.1.1 None for the purposes of this report.
- 3.2 Crime & Disorder
  - 3.2.1 By ensuring that our sites are well looked after and managed well, visitors tend to respect the area and less vandalism will occur. By having Juniper Hill more actively managed there will be more presence on site which will also lead to less antisocial behaviour.
- 3.3 Safeguarding
  - 3.3.1 The plan to graze will encourage the use of volunteers to assist in managing and enhancing the biodiversity of Juniper Hill. Volunteer activities will include opportunities for vulnerable adults.
- 3.4 Dependencies
  - 3.4.1 None for the purposes of this report.

#### 4 Financial Implications

- 4.1 Investment will be needed to purchase the infrastructure needed to allow grazing to occur. The initial outlay will be between £10,000-£15,000. It is intended to look for grant funding for this which will take officer time to progress. On-going costs will need to be factored in as animals will need to be hired in each year and there will be inevitable maintenance costs to the fencing etc. It is likely that this fund could be covered by grant funding, for example, countryside stewardship.
- 4.2 If the committee agree to support this project in principle a fully costed implementation plan along with details of proposed funding options will be presented to the Conservators at their meeting in January 2026.
- 4.3 Officer time will be required to prepare the next stage of the feasibility study
- 4.4 **Section 151 Officer's comments:** Any Officer time or investment agreed will need to be found within existing EWDC staffing and budgets.

#### 5 Legal Implications

- 5.1 The Natural Environment and Rural Communities Act 2006 (NERC) gives all public bodies "a duty to **have regard** to the conservation of Biodiversity in exercising their functions" The Environment Act (2021) has amended this duty so that there is an expectation on public authorities to look strategically at their policies and operations from time to time (at least every 5 years) and assess what action they can take 'to further' the conservation and enhancement of biodiversity. They must also have regard to the relevant Local Nature Recovery Strategies, Species Conservation Strategies and Protected Sites Strategies, as part of the consideration. It should be noted that **'Have Regard' will change to 'Take Account'** once the relevant section of the Levelling up and Regeneration Act is Enacted. It is expected to be enacted later in 2025, when broader planning reform is introduced – guidance will be renewed at that point.
- 5.2 Local authorities (excluding parish councils) and local planning authorities have a duty under section 40A to report on the performance of this duty. We will have to report at least every 5 yrs on our progress. By improving the management of Juniper Hill, which is chalk grassland, an identified priority habitat under the NERC act, we will be helping to fulfil our biodiversity duty.
- 5.3 **Legal Officer's comments:** None other than set out above.

#### 6 Policies, Plans & Partnerships

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

- Green and Vibrant – by managing our chalk grassland resource, which is identified as a priority habitat, to the best of our abilities we will be ensuring an improvement in biodiversity. Well-functioning ecosystems are vital not only for biodiversity but also to help manage the climate.
- Safe and well – by providing well managed green spaces for people to go out and enjoy we are helping to improve our residents' and visitors' health and wellbeing. The grazing project will also offer up opportunities for people to volunteer in their local green space and become more active.

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

6.3 **Climate & Environmental Impact of recommendations:** Reintroducing grazing will only have a positive effect on the climate and environment.

6.4 **Sustainability Policy & Community Safety Implications:** Managing the Biodiversity resource of Juniper Hill is inherently sustainable. By having well managed open spaces for wildlife and people, you could argue encourages more people to use them, respect and value them and therefore make them safer places to be.

6.5 **Partnerships:** The site has already been lucky enough to have had input from other partners, including the Lower Mole Partnership, Downlands Partnership, Surrey Wildlife Trust, Surrey Botanical Society, Butterfly Conservation, The Countryside Team Volunteers. Partnership working has been instrumental in managing our nature reserves in the Borough and the grazing project will foster our current partnerships and inevitably lead to more.

6.6 **Local Government Reorganisation Implications:** If it is decided to progress the grazing of Juniper Hill, it is vital that this policy of management carried forward into whatever organisation we become.

## 7 Background papers

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

### Previous reports:

- Epsom and Walton Downs Habitat Management Plan 2023-2028 which can be found on the EEBC website

<https://www.epsom-ewell.gov.uk/residents/access-nature/countryside-and-parks/epsom-and-walton-downs>

### Other papers:

- Feasibility Study in to reintroducing grazing to Juniper Hill.

# Feasibility Study in to Reintroducing Conservation Grazing to Juniper Hill



Sarah Clift  
COUNTRYSIDE TEAM  
MARCH 2025

## Contents

Introduction .....	2
Background .....	2
Legalities and Obligations of the Conservators.....	3
Consultation .....	5
Location of Juniper Hill and proposed grazed areas .....	9
Infrastructure .....	11
Animals.....	13
Risks .....	13
Costs.....	13
Funding sources .....	15
Volunteers and staffing resources.....	15
Next steps.....	16
Appendices.....	17
Fencing Standards to achieve Countryside Stewardship funding: .....	17



## Introduction

One of the three main objectives of the current five-year Epsom and Walton Downs Habitat Management Plan (2023-2028) is to draw up a project plan to reintroduce grazing to Juniper Hill. This feasibility study is the first step towards fulfilling this objective. This study will outline why it is important to return this form of management to the site, what will be involved, what resources will be needed, an idea of costs, along with funding sources.

## Background

The grassland of Juniper Hill bears special attention as it has been considered to be the best of its type in Surrey. It is regarded by the Epsom and Ewell Local Biodiversity Action Plan working group as a top priority to conserve and enhance. The management recommendations for this area are essential for the maintenance and restoration of this nationally scarce and important habitat. Juniper Hill contains an area of very diverse calcareous grassland, however, with current resources, the rougher grasses and scrub are becoming invasive, leading to a reduction in this diversity. In the grassland and the surrounding woodland, there are also several Juniper bushes. In Southern counties, Juniper is in a critical state of decline with evidence of habitat fragmentation, so it is a priority to protect the population we have.

The comparison of aerial photographs below, from 1949 and 2013 shows the extent of the loss of the grassland.



Since the 1980s, amazing work has been carried out by volunteers including the Lower Mole Partnership, Butterfly Conservation, the Downkeepers and in the last 10 years the Epsom & Ewell BC Countryside Team. They have been involved in pushing back the trees and scrub, creating scrapes to encourage the chalk downland plants, cutting and clearing the grassland to try and keep the diversity. The area was also grazed with support from the Downlands Partnership in the 90s and 00s, which really enhanced the site but sadly this has not continued. Managing the scrub is a struggle and currently the scrub is tending to win. More effort is needed to ensure progress.

Grazing has always been and is likely to remain, the preferred management option on Juniper Hill as it has been responsible for creating and maintaining the biological interest, allowing the wildflowers to flourish and a vital aid in controlling the scrub.

## Legalities and Obligations of the Conservators

There were three key documents researched to check if grazing is possible. The first is the **Epsom and Walton Downs Regulation Act of 1984**. The relevant extract is below:

8

*c. ix Epsom and Walton Downs Regulation Act 1984*

Duties and powers of Conservators.

**10.—(1)** It shall be the duty of the Conservators to preserve the Downs so far as possible in their natural state of beauty and to have regard to the rules of good forestry and the desirability of conserving flora, fauna and geological or physiographical features of special interest and subject thereto they may—

- (a) do any works necessary for preserving, restoring, planting and maintaining the turf, trees, shrubs, plants and grass and for landscaping and temporarily fence off such parts of the Downs as they may think necessary;
- (b) execute works of draining, raising or levelling for the preservation and maintenance of the Downs and fence off dangerous places;
- (c) construct and maintain, or permit the construction and maintenance of buildings, seats, fences, notice-boards and other structures for the purposes of their functions under this Act:

Provided that the Conservators shall not construct or permit the construction of any such buildings or structures upon any part of the Downs except with the consent of the Council and of the owner of that part of the Downs upon which such buildings or premises are proposed to be constructed, such consents not to be unreasonably withheld.

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

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

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

Byelaws.

**11.—(1)** The Conservators may subject to the provisions of this Act make byelaws for the prevention of nuisances, for the preservation of order, for the prevention of damage to the land

The Downs are owned by Epsom Downs Racecourse and are not common land. However, the general public has a right of access on foot under the Epsom & Walton Downs Regulation Act 1984.

The **Epsom and Walton Downs Byelaws** are the second and state:

2. (i) 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 (c) play golf or organised games (d) turn out or permit any animal to graze.

Therefore, if the Conservators agree, fencing an area to graze is acceptable.

The third is the **EPSOM AND WALTON DOWNS A STRATEGY FOR THEIR MANAGEMENT AND USE Published by the Epsom and Walton Downs Conservators 2006:**

In section 4, under the Leisure Strategy it includes a statement...

Environment – “To promote environmental responsibility”. The **Conservators will contribute to the production of a biodiversity action plan for the Borough**. They will also ensure that their working methods on the Downs are environmentally friendly and sustainable through the **implementation of the Habitat Management Plan**.

In Section 5

5. **HABITAT MANAGEMENT** The powers of the Conservators to preserve the Downs in their natural state of beauty **requires more than a passive or restrictive regime of management**. In order to retain grassland with its rich variety of plant species, invasive shrubs will be removed. If woodland regeneration is threatened by exotic non-native tree species, they will be weeded out. Epsom and Walton Downs covers some 232 hectares (573 acres). This is a substantial area of open space on the edge of the urban area and represents a significant proportion of Surrey’s chalk grassland resource. The lowest point on Epsom and Walton Downs is approximately 85 metres in the south west rising to 150 metres in the north east. This gives a gentle to moderate west facing slope with a moderate to steep south east facing slope over Walton Downs. The entire area has shallow, well drained, calcareous silty soil over chalk. There are **a number of rare plant species present in some locations on the Downs, including three National scarcities** – Round-headed Rampion, Bastard-toadflax and Chalk Hill Eyebright. The variety of habitats provide breeding and feeding places for several declining bird species such as Skylarks, and important populations of Small Blue and Chalk Hill Blue butterflies are also present. Whilst much of the site is used for gallops or for golf “there is an impressive array of habitats present including unimproved calcareous grassland, rough semi-improved calcareous grassland, secondary woodland with associated scrub” (Habitat Management Plan, 2003). Juniper Hill is unimproved chalk grassland and was described in 1989 as “the most species rich stand of its type found in the County.” A comprehensive Habitat Management Plan (a copy of which is available for inspection at the Town Hall, Epsom) was prepared for the Conservators in 2003 by the Surrey Wildlife Trust. This document analyses in detail the various parts of the Downs describing their ecological importance and contains a number of management recommendations which have been agreed by the Conservators. **An Action Plan to support the Management recommendations in the Habitat Management Plan was adopted in 2003.**

In summary, for many years it has been agreed in writing that the important chalk grassland habitat found within Epsom and Walton Downs should be **actively managed** in order to preserve the Downs in their natural state of beauty and retain its rich variety of plant species.

## Consultation

A number of people were consulted to establish the feasibility of reintroducing grazing and a summary of their meetings and advice is outline below.

### Downlands Partnership – Sean Grufferty.

They are thoroughly supportive of the idea to graze Juniper Hill and Sean suggested that it might be a good idea to have cattle in initially to help break up the sward as they are a heavier animal. However, sheep would be the favoured grazing animal to use long-term. As it has not been grazed for some time, the area would need to be grazed hard at first. The priority will be to get the vigorous Tor grass under control, along with scrub. The wildflowers will be able to cope with this and will flower again when conditions are right. Chalk downland after all, was created by grazing.

The lack of Juniper seedlings is probably due to tightness of the sward. Once grazing is introduced it should break it up and allow for germination. Sean gave an overview of what the Downlands Partnership could offer in terms of supplying the animals, providing the welfare checks, assistance with erecting fencing and also liaising with the public. Costings are discussed in more detail below. Sean advised on available grants which are also outlined below.

The Downlands Partnership have been grazing chalk downland for years and are very experienced. Below are before and after pictures on a site they have worked on to highlight the improvements it can bring.



**August 2021**



Butterfly Conservation – Bill Downey

Over the last few years, Bill has organised work parties at Juniper Hill to assist with removal of scrub and improve the quality of the sward.

Butterfly Conservation are keen to see the reintroduction of grazing as this is the best way to manage chalk grassland.

A grazing regime will create a more herbaceous sward, which will in turn provide the habitat conditions for butterflies – and other pollinators – to thrive.

It will also give greater stability to the colonies of rare, red-list species – such as the Chalk Hill, Small Blue and Grizzled Skipper – which are present on the site.

Jockey Club – Jim Allen and Nigel Whybrow

Their key concern was animals escaping and causing a danger to horses and their riders on the nearby gallop. To ensure this does not happen, it was decided that robust fencing needs to be used, which would be as vandal proof as possible. They also agreed that if the animals were to be there regularly then it made sense for the fencing to be more permanent. They preferred the idea of fencing the area in two separate areas so the main path through Juniper Hill could be kept accessible without the need for gates. If there is no public access through the grazing compartments, this should also prevent accidental escapes.

Regarding funding, although it was unlikely the Jockey Club could contribute, it was agreed that they would be happy to give landowner permission for grant funding to be sought for the project and allocated directly to it. Funding opportunities are discussed more fully below.

Downskeepers – Simon Perkin

From the Downskeepers perspective, they are supportive of the project but as with the Jockey Club, it's important that the fencing is as vandal proof as possible. They would be able to help with ad hoc repairs and would visit the site as much as they could but checking them daily would not be possible with current resources. This would have to be provided by other means e.g. volunteers, the grazier or other staff. If there is only to be one route of access, thorough consultation with the local dog walkers and users of the site would have to happen to ensure there was no backlash about access being restricted.

Langley Vale Woods, Woodland Trust – Jenny Price

They currently graze a few meadows using Herdwick sheep and have two different Graziers, Michael Jelly and a farmer in Headley. They use permanent fencing and have a trough they fill up for water. Sheep do not drink very much and get most of their water needs from the grazing. The grazier manages the day-to-day requirements, checking on fencing etc. If there is a large amount of vandalism, which in their experience has hardly ever happened, Jenny will assist in fixing. They use contractors to carry out all works so can take time to action repairs. Jenny was aware of a couple of dog attacks on sheep nearby but not within their meadows.

They would be keen to cooperate and assist where they can. The far eastern end of Langley Vale is a meadow they would like to graze, which is very near Juniper Hill. There could be the potential to share cost of water supply if this did happen and they would be happy to introduce their graziers to us.

Clipex fencing was recommended as it easier to install and is very sturdy. This is metal fencing with wooden posts every so often along with wooden corner posts.

Although they don't have volunteer lookers, Jenny would be happy to advertise to their practical conservation volunteers if the opportunity to assist with the grazing project on Juniper Hill if it arises. Jenny has had experience with the Downlands Partnership providing the grazing animals and although they are more expensive, they are more hands on and you get more of a service.

Banstead Commons – Lucy Shea

Lucy has worked with the Downlands Partnership to establish grazing on Banstead Commons and has been very pleased with the results. She advised on her experience with fencing and managing public access. Key to her success has been engaging with the local users of the site to get their appreciation of what they are trying to achieve and has managed to build up a group of volunteers who are helping to manage the grazing day to day.

British Horse Society – Sarah Rayfield

Following the Epsom Downs Consultative Committee where the feasibility study was first raised, Sarah gave some useful feedback via email. In respect of fencing Juniper Hill, no gates/fences would be preferable so perhaps the no fence collars could be used. Riding through sheep would be preferable. If gates are needed agreement on the type would be appreciated to minimise accidents.

**Further Consultation**

If the go ahead is given to the grazing project the wider local horse community should be approached for example Wildwoods Riding Centre and further discussions with the British Horse Society. Local residents, regular walkers/users should also be engaged. This could be via – Facebook, Epsom & Ewell Borough Council’s page and also the new Facebook group set up by members of the consultative committee.

Local engagement was discussed with Sean Grufferty and we discussed letter/leaflet drops to local residents and on site posters. He suggested a ‘meet the sheep’ as an essential engagement tool for perhaps the first Saturday the sheep are on site. The Downlands Partnership could bring one or two of their ‘care’ sheep (basically orphans who are now their socialising sheep). They really engage people especially children and as they are so friendly they’ve been a real hit at shows. Sean and Lucy would also be happy to chat to or give presentations to any stakeholders.



Meet the Sheep event

Location of Juniper Hill and proposed grazed areas

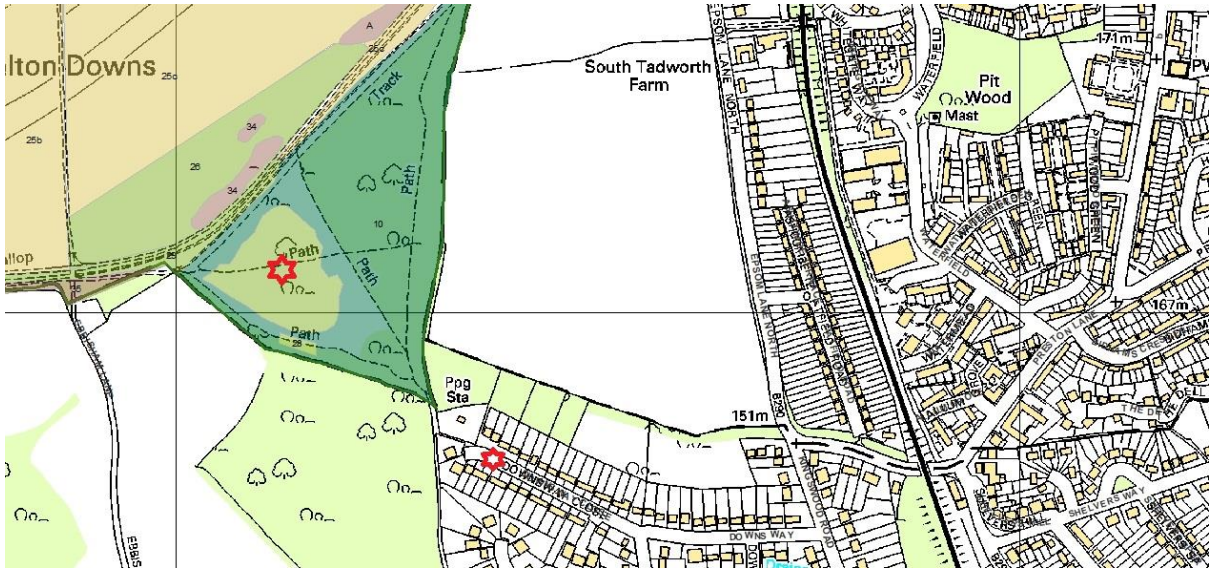
### Epsom and Walton Downs Habitat Map



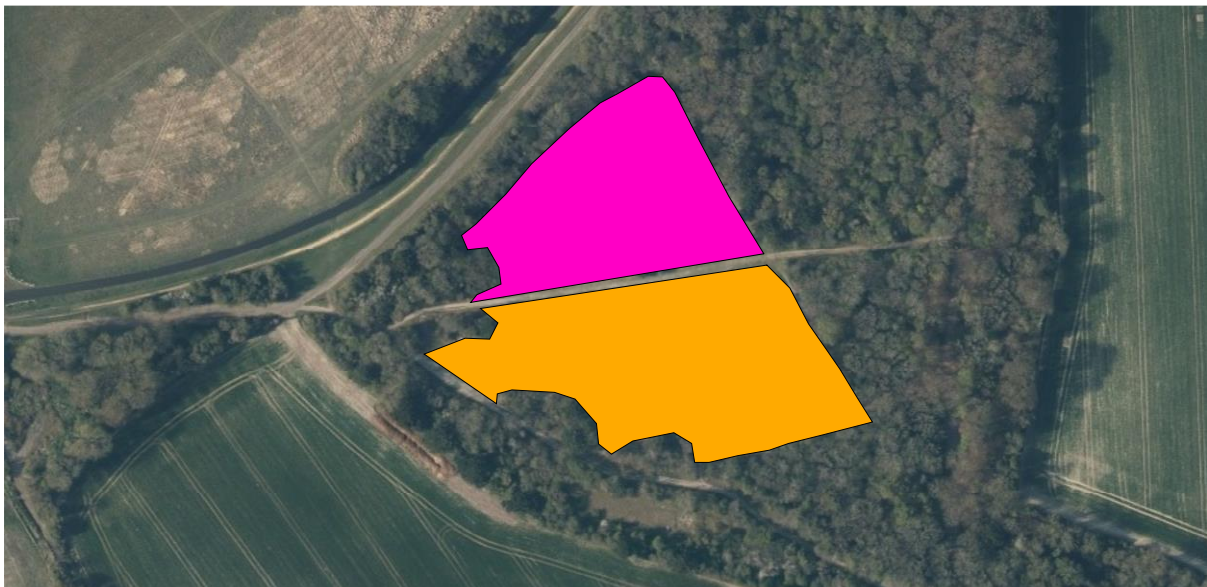
Created by: Sarah Clift **Habitat map with management compartments**

Juniper Hill is in the South Eastern corner of Epsom Downs, compartment 27





Juniper Hill and local residential areas



Juniper Hill proposed grazing compartments

Juniper North has a 360m boundary

Juniper South has a 466m boundary.

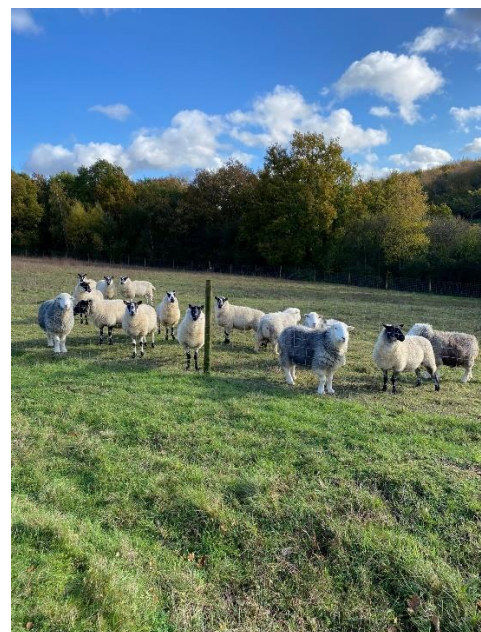
If we were to cross the main path and have just one area the boundary is 505m

## Infrastructure

After consulting with Jockey Club and the Dowsnkeepers, as mentioned previously, a key concern would be the sheep getting loose and causing an accident, therefore more robust fencing would be preferred and has been costed below. This would also ensure the animals are safer from dog attacks. Advice has been taken on the best types of more permanent fencing and there are two main options available. Either the use of wooden posts or metal posts, with metal mesh stock fencing running between them or a combination of the two. Clipex fencing (metal posts) has been suggested as the best to use for ease of installation as they drive more easily in to the chalk. However, they are not as aesthetic to look at.

As an extra line of defence to ensure the animals stay within the grazing area in case of vandalism to the fences, nofence collars could be used. Due to the urban nature of the site, and vulnerability of the sheep, nofence collars on their own would not be suitable. It is possible that more temporary electric fencing could be used along with nofence collars to ensure the animals stay in the grazing areas and would be more cost effective.

It is proposed that there are two grazing compartments, allowing the main central path to have unimpeded access. No horse/pedestrian gates will be needed, which will also mean a lower likelihood of animals escaping due to gates being left open by visitors. To reduce the likelihood of dog attacks, it is proposed that there is no public access within the grazing compartments. There are a couple of desire lines currently through the proposed area but hopefully with enough consultation with local users of the site, we can encourage them to use the main central path to access the area. If there is a large backlash, small gates could be put in along the fence line. When visiting Juniper Hill, there has never been many visitors and so would be hopeful that the few people who do use it, will see the benefit of what is trying to be achieved and would respect the new access routes.



Fencing used at Park Down – Banstead Commons



Clipex metal fencing



Orange netting temporary electric fencing.

Regarding a water supply, thankfully, sheep do not drink a lot of water. They get most of what they need from the vegetation they eat, so there is less need for a mains water supply to be installed. After having consulted with Thames Water, this would cost in the region of £5000 if it was decided to try this. Perhaps if the Woodlands Trust ultimately graze their nearby meadow, this can be investigated further. Initially however, a better option would be to have a rain collecting trough, an example of which can be seen below.



To ensure the animals have access to shelter, some of the wooded areas will be included within the grazing areas.

## Animals

As advised by the Downlands Partnership, sheep would be the preferred grazing animal. Goats are not really an option as if used, high fences would need to be installed and they would be more of a problem to contain.

It is unlikely that we would need to supplement their diet. If their condition started to deteriorate, they would be taken off site.

A rough quote has been provided by the Downlands Partnership and their service would include delivery of the animals, along with other services such as assistance with fencing, water supply, animal welfare checks, training of volunteers and liaising with the public.

Other potential graziers to obtain quotes from could include those who graze nearby Langely Vale and the grazier who currently supplies cattle to Epsom Common. Full costings will be sought out and the best value chosen.

## Risks

The main risk to the animals would be dog attacks. The chances of this will be minimised by reducing public access. Escaping could result in harm to the animals and other users and horses. This will be minimised by using robust fencing, potentially the added security of no fence collars and daily checks of the site. There is a small possibility of disease but health checks will be carried out daily.

## Costs

### Fencing

<b>Wooden Posts</b>			
<b>830m</b>	<b>Cost</b>	<b>505m</b>	<b>Cost</b>
35no 2.4m x 150-175mm UC4 Strainers 70no 2.4m x 75-100mm UC4 Struts 275no 1.8m x 75-100mm UC4 Intermediates 1no 20kg x 40mm Barbed Staples	£3338.70 + vat	35no 2.4m x 150-175mm UC4 Strainers 70no 2.4m x 75-100mm UC4 Struts 170no 1.8m x 75-100mm UC4 Intermediates 1no 20kg x 40mm Barbed Staples	£2719.20 + vat
9no LHT13/122/15 x 100m Rolls of galvanised wire stock fencing	£1652.85 + VAT	6no LHT13/122/15 x 100m Rolls of galvanised wire stock fencing	£1101.90 + VAT
Vehicle gate x2	1000	Vehicle gate	500
		Horse/pedestrian access gate x2	300
<b>Total plus VAT</b>	<b>£5991.55</b>	<b>Total plus VAT</b>	<b>£4621.10</b>

<b>Metal Posts and Metal Corner/Strainer Posts (Clipex)</b>			
<b>830m</b>	<b>Cost</b>	<b>505m</b>	<b>Cost</b>
4no 2.5m Angle End Strainer Kit Metal 31no 2.5m Angle Inter Strainer kit Metal (For Corners and 2 Way)	£8181.75 + vat	4no 2.5m Angle End Strainer Kit Metal 31no 2.5m Angle Inter Strainer kit Metal (For Corners and 2 Way)	£7194.75 + vat

## Agenda Item 9 Appendix 1

275no 1.8m Clipex Intermediates		170no 1.8m Clipex Intermediates	
9no R8/80/15 x 100m Rolls of galvanised wire stock fencing	£1056.60 + VAT	6no R8/80/15 x 100m Rolls of galvanised wire stock fencing	£704.40 + VAT
4no 25kg x 2.5mm HT Line Wire	£216.60 + VAT	3no 25kg x 2.5mm HT Line Wire	£162.45 + vat
Vehicle gate x2	1000	Vehicle gate	500
		Horse/pedestrian access gate x2	300
<b>Total plus VAT</b>	<b>£10454.95</b>		<b>£8861.60</b>

<b>Metal intermediate posts (Clipex) with wooden (DOT) corner/strainer posts</b>			
<b>830m</b>	<b>Cost</b>	<b>505m</b>	<b>Cost</b>
35no 2.4m x 150mm Machine Strainers 70no 2.4m x 100mm Machine Struts 275no 1.8m Clipex Intermediates 1no 5kg x 40mm Barbed Staples	£4500.70 + VAT	35no 2.4m x 150mm Machine Strainers 70no 2.4m x 100mm Machine Struts 170no 1.8m Clipex Intermediates 1no 5kg x 40mm Barbed Staples	£3513.70 + VAT
9no R8/80/15 x 100m Rolls of galvanised wire stock fencing	£1056.60 + VAT	6no R8/80/15 x 100m Rolls of galvanised wire stock fencing	£704.40 + VAT
4no 25kg x 2.5mm HT Line Wire	£216.60 + VAT	3no 25kg x 2.5mm HT Line Wire	£162.45 + vat
Vehicle gate x2	1000	Vehicle gate	500
		Horse/pedestrian access gate x2	300
<b>Total plus VAT</b>	<b>£6773.9</b>		<b>£5180.55</b>

### **Extra costs:**

Installation costs – This could be done using volunteers potentially, either Countryside Team, Lower Mole Partnership or Downlands Partnership. This could be completed in a day or two so no more than £300.

Maintenance of vegetation away from the fence line could be carried out by volunteers. Perhaps two tasks a year. Staff time would be needed to lead volunteers.

### **Electric inner fence:**

Inner electric tape with low posts - £12.50 per 200m (kits)

Connectors - £2.20 per pack of 5

Fencing clamp - £0.80 each

Energiser - £120

Solar Panel - £35

Battery - £30

Earthing - £10

Total approx. £270.00

### **Corral/pen for removal of animals:** £500

### **No Fence collars:**

Collars – To buy they are roughly £250 each.

If hired from Downlands Monthly charge – £1.20 each per week

### **Animals**

Downlands quote for 12 animals over two months approx. £780

### **Project management**

Officer time to project manage and source volunteers and funding:  
£100 a day approx.

### **Total**

Looking at all the costs, to initially set up the project we are looking at around £15,000. On-going costs will be much lower of course, which would be for the hire of the animals and some maintenance tasks, which hopefully, in the main, will be carried out by volunteers.

If it was possible to use more temporary electric fencing, the costs involved would be nearer £10,000. The advantage of temporary fencing is that when the animals are not on site, the area can be opened up more easily to allow access to people across the site and any vandalism will be more easily fixed. A compromise could be for temporary fencing to be used initially for a two month trial for example and if successful, more permanent features could be installed. Of course, any fencing that is installed, can ultimately be removed.

### **Funding sources**

There are a number of grants/organisations available to apply to including; Your Fund Surrey, Community Infrastructure Levy, Farming in Protected Landscape fund, Countryside Stewardship (Government Grant), The Lower Mole Trust, and Downlands Trust.  
Once the go ahead is given in principle for the project, applications can be made.

### **Volunteers and staffing resources**

The Countryside Team manage volunteers who carry out checks on the cattle grazing on Epsom Common. Three days a week, the Environmental Response Officers check the cattle to ensure they familiar with what to do. If any issues occur, it is likely they would be called on to help rectify the situation. Four days a week, a volunteer rota of about fifteen volunteers is used and is coordinated by one of the volunteers. Two members of staff also take part in this rota.

Having grazing animals on site is a big responsibility and enough staff need to be involved in their management. Daily checks include walking the perimeter of the fence line, checking the electric fencing is on and working, fixing any minor repairs, checking site notices are present and correct, checking the animals for health and condition. Training is provided by the Countryside Team. It would be envisaged that a similar set up would be used at Juniper Hill. Potential volunteer sources could come from:

- Epsom Common cattle checking volunteers
- Langley Vale Volunteers
- Countryside Team Volunteers
- Lower Mole Volunteers
- Downlands volunteers
- Banstead Common volunteers
- Local residents
- Local horse yards
- Regular users

The Downkeepers would need to be involved as the main members of on-site staff. However, they are currently quite stretched so this would have to be thought through carefully. Daily checks currently couldn't be guaranteed and if major work needed doing to repair fencing for example, they would need further resource to call on.

## Next steps

If the general principle of grazing Juniper Hill is agreed, the next steps would be to confirm funding options and volunteer resource. Initial investigations will focus on the Your Fund Surrey pot and current volunteers.

Further consultation will also take place with local residents and regular users of the site including local horse yards.

If the decision is taken that grazing would not be a viable option, then decisions will need to be made as to how else we ensure this internationally important habitat is actively managed.



Round-headed Rampion



Common rock-rose



View northwards from Juniper Hill

## Appendices

### Fencing Standards to achieve Countryside Stewardship funding:

When using wooden posts, you must:

- remove all old fencing material before putting up the new fencing
- use softwood timber that's fully peeled, coated with wood preservative and pressure treated or treated with an HSE approved industrial wood preservative, so you comply with Use Class 4 that's defined in BS8417:2014 'Preservation of Wood Code of Practice' – you can use untreated durable timber as set out in the [Forestry Commission guide to forest fencing](#)
- use additional strands of galvanised steel wire (plain or barbed) if you need extra height. Use strands of galvanised 4mm mild plain steel wire or 2.5mm barbed wire or high tensile wire
- **use straining posts are at least 2.1m long, at least 100mm by 100mm square when sawn or have at least a 125mm top diameter**
- set the straining posts **no more than 150m apart** if you use mild steel wire (or 600m apart for high tensile wire)
- use a straining post at every change of direction (horizontal or vertical) and at each end of the fence – you can use suitable bracing to achieve stability
- use **struts that are at least 75mm by 75mm square or have at least a 75mm top diameter and are at least 2.1m long** – you can use a box strainer with or instead of a strut
- mortice (cut) struts into the straining post at an angle of no more than 45 degrees – do not secure by a nail alone
- set the **intermediate posts 3m or less apart for mild steel and at least 4.5m for high tensile steel** – adjust these measurements according to the ground conditions
- use **intermediate posts that are at least 75mm by 75mm square or have at least a 65mm top diameter and are at least 1.65m long**

When using metal posts, you must:

- agree using metal posts with your Natural England or Forestry Commission adviser if installing on land in a Countryside Stewardship Higher Tier agreement
- remove all old fencing material before putting up new fencing
- erect the **steel wire mesh fence to at least 1.05m high when installed**
- use additional strands of galvanised steel wire (plain or barbed) if you need extra height.
- use strands of galvanised 4mm mild plain steel wire, 2.5mm barbed wire or high tensile wire
- use **straining posts which are at least 2.4m in length**



- place a straining post at every change of direction (horizontal or vertical) and at each end of the fence – you can use suitable bracing to achieve stability
- use **intermediate posts at least 1.65m long**
- **struts should be at least 1.8m long and attached to posts using a suitable connector**

You can install the metal posts according to the manufacturer's installation recommendations. You can use any type of metal post, but they must be suitable for the site and be durable for 5 years from the start of your agreement.

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