

## EPSOM AND WALTON DOWNS CONSERVATORS

Wednesday 14 June 2017 at 6.00 pm

Committee Room 1 - Epsom Town Hall

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

Committee Members

Councillor Liz Frost (Chairman)

Andrew Cooper, Epsom Downs Racecourse (Vice-Chairman)

Councillor Rekha Bansil

Councillor Lucie Dallen

Simon Dow, Horserace Betting Levy Board

Simon Durrant, Epsom Downs Racecourse

Councillor Robert Foote

Councillor Jan Mason

Nigel Whybrow, Epsom Downs Racecourse

Councillor Clive Woodbridge

Yours sincerely



Clerk to the Conservators

For further information, please contact Tim Richardson, 01372 732122 or [trichardson@epsom-ewell.gov.uk](mailto:trichardson@epsom-ewell.gov.uk)

## **AGENDA**

### **1. APPOINTMENT OF CHAIRMAN**

To appoint a Chairman to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2018.

### **2. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2018.

### **3. MINUTES OF PREVIOUS MEETING (Pages 5 - 12)**

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 19 April 2017 (attached) and to authorise the Chairman to sign them.

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

The Training Grounds Management Board (TGMB) has not met since the last meeting of the Conservators. The next meeting of the TGMB will be held on 27 June 2017

### **5. MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST (Pages 13 - 14)**

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

### **6. FINAL ACCOUNTS 2016/17 (Pages 15 - 28)**

This item reports on the final accounts for the financial year 2016/17 and the financial position as at 31 March 2017.

### **7. REPORT OF THE HEAD DOWNSKEEPER (Pages 29 - 30)**

To receive the report of the Head Downskeeper.

### **8. PROPOSED WORKS TO WATER MAIN NEAR DOWNSKEEPERS HUT (Pages 31 - 36)**

This report details proposed works to repair a leaking water main near to the Downskeepers Hut on Epsom Downs.

**9. PROPOSAL FOR SIGN TO BE LOCATED AT THE ENTRANCE TO THE 1ST TEE ON EPSOM GOLF COURSE** (Pages 37 - 42)

This report requests full permission for Epsom Golf Club to install a new sign at the entrance to the 1st Tee on the Golf Course.

**10. PROPOSAL FOR EXTENSIONS TO PATHWAYS ON THE GOLF COURSE** (Pages 43 - 46)

This report requests permission for Epsom Golf Club to carry pathway extensions on the golf course.

**11. OUTSTANDING REFERENCES** (Pages 47 - 50)

This report lists references to Officers outstanding as at 14 June 2017.

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS  
held on 19 April 2017**

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**PRESENT -**

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

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

Absent: Councillor Lucie Dallen and Councillor Clive Woodbridge

Officers present: Kathryn Beldon (Clerk to the Conservators), Sam Beak (Downs Manager), Bob Harding (Head Downskeeper), Peter Howarth (Countryside Officer), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Officer)

**31 CLERK TO THE CONSERVATORS**

The Conservators were informed that following the recent resignation of Mrs Frances Rutter as the Chief Executive of Epsom and Ewell Borough Council, the Council had appointed Mrs Kathryn Beldon as Chief Executive, and (pursuant to Section 9 (1) of the Epsom and Walton Downs Regulation Act 1984) Clerk to the Conservators. The Conservators welcomed Mrs Beldon to her new position.

**32 TREASURER TO THE CONSERVATORS**

The Conservators were informed that following the appointment of Mrs Kathryn Beldon as the Chief Executive of Epsom and Ewell Borough Council and Clerk to the Conservators, the Council had appointed Mr Lee Duffy as the Interim Treasurer to the Conservators.

**33 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Epsom and Walton Downs Conservators held on 18 January 2017 were agreed as a true record and signed by the Chairman.

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

The Conservators received a report providing an update on items considered by the Epsom and Walton Downs Training Grounds Management Board (TGMB). The report provided updates on the following matters: number of horses in training; Downskeeper recruitment; hack rider encroachment; Kempton Park Racecourse; the hatched area at the foot of Walton Downs; and the Vision for Epsom Downs.

It was noted that a leaflet regarding the TGMB's Vision for Epsom Downs had been circulated to all members of the Conservators, and provided to members of the public in attendance at the meeting.

**35** MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST

The Conservators received a report providing an update on issues raised at previous meetings. The report provided updates on the following matters: the hack sand track at the foot of Walton Downs; public consultation on proposal for parking on land in front of the Derby Arms public house; and the public information meeting in Langley Vale on 22 March 2017.

With regard to these updates, the following matter was considered:

- a) Hack sand track, foot of Walton Downs. It was noted that the Head of Legal and Democratic Services had written to the Horse Race Betting Levy Board again setting out the Conservators' position regarding maintenance of the track, and that this letter had been sent recorded delivery. No response to the letter had yet been received.

**36** REPORT OF THE HEAD DOWNSKEEPER

The Conservators received a report of the Head Downskeeper updating them upon recent issues and activities on the Downs.

The following matters were considered:

- a) Hack riding map and information event on the Downs for hack riders. The Chairman expressed thanks to the Hack Rider Representatives on the Epsom and Walton Downs Consultative Committee for their valuable offer of assistance in arranging an information event on the Downs for hack riders.
- b) Staffing. The Conservators were informed that a member of staff had been recruited to fill the position created by the recent resignation of a Downskeeper. This Downskeeper had previously worked as an agency staff member to cover sickness absence. Induction training had been provided, including a horse handling session, and more detailed training would now be arranged. A member of the Downskeeper team was

presently still on long term sick leave, and would be covered by agency staff.

### 37 WORKS TO WATER PIPE OUTSIDE THE DOWNSKEEPERS' HUT

The Downs Manager informed the Conservators that she had been notified of the need to undertake works to replace the water supply pipe to the Downskeepers' Hut. This proposal had been received on the day of the meeting and was necessary as the current pipe was leaking. Full details of the works required were not yet available, but a photograph identifying the location of the existing pipe, and proposed route of the new pipe was circulated at the meeting. The proposed works would take 7 days to complete, and would be undertaken outside of racehorse training hours.

The Conservators requested that full details of the proposed works be provided prior to approval being granted, including confirmation of the intended start date. The Downs Manager would provide these once they had been received, and it was noted that this was likely to be prior to the next meeting, on 14 June 2017. If this was the case, details of the proposed works would be emailed to all members of the Conservators to seek their opinion.

### 38 POLICY TO REGULATE SMALL GROUP SESSIONS ON THE DOWNS

The Conservators received a report proposing the introduction of a new policy to regulate the use of the Downs by small groups. The following matters were considered:

- a) Level of interest in use of the Downs by small groups. The Downs Manager informed the Conservators that over the past 6 months she had received a number of requests for permission to use the Downs for small group activities. These included both commercial operations (such as fitness groups/personal trainers) and charity/community groups. The Conservators' event strategy did not currently provide any guidance on the regulation of the use of the Downs by such groups.
- b) Impact of granting approval to small group use. The Conservators expressed concern that granting approval to the use of the Downs by small groups could lead to the proliferation of such activities, and negative impact on the condition of the Downs and use for other activities, such as race horse training. It was noted that the proposed policy would not permit any events during race horse training times, and that all applications would require the consent of the Conservators, to guard against proliferation. It also proposed that each applicant be limited to a maximum of 6 small group events on the downs per year.
- c) Difficulty in regulation of events. The Conservators were informed that some small group events were already informally held on the Downs, but were difficult to regulate, as they either used public rights of way over which the Conservators had little control, or could not be distinguished

from individual public use (permitted by the Epsom and Walton Downs Regulation Act 1984), due to their small size.

- d) Potential for policy to permit specific group use. The Conservators considered whether it would be possible to introduce a policy which only permitted a small number of specific small group activities, if they did not wish to approve the proposed policy. The Downs Manager advised the meeting that this would be very challenging to both define and implement.

Following consideration, the Conservators expressed the view that small group activities should not be permitted on the Downs due to their potential negative impact upon the condition of the Downs and existing activities. Accordingly, the Conservators:

- (1) Refused to approve the proposed policy to regulate small group sessions on the Downs.

### 39 PROPOSED EVENTS ON EPSOM DOWNS

The Conservators received a report providing details of event requests for the Downs.

The following matters were considered:

- a) Refusal of policy to regulate small groups. It was noted that in the Conservators' refusal of the policy to regulate small groups on the Downs (see Minute 38, above) they had expressed that they did not wish to approve the use of the Downs for such activities. The application for guided walking tours (included within this item) would therefore be refused.
- b) Concerns over impact of granting approval. The Conservators expressed concern that granting approval to the use of the Downs for events could have a negative impact on the condition of the Downs and their use for other activities, such as race horse training. This related to all events, but in particular to large events.
- c) Large events on the Downs. The Conservators expressed concern at the potential impact of large events on the Downs and requested clarification of the number of attendees involved. The Downs Manager informed the meeting that the number of participants stated in the Committee report included all entrants, organisers and observers for the event. The Race for Life event already approved by the Conservators to be held on the Downs in 2017 had been limited to 4,000 participants. The Conservators considered that only 1 large event should be permitted on the Downs each year, and that as the Cancer Research UK Race for Life had already been approved for 2017, the application for the Alzheimer's Society, Memory Walk on 24 September 2017 would therefore be refused.
- d) Limits on number of events. The Conservators were informed that the agreed Event Management Strategy for the Downs had limits on the

number of each category of event which could be held per year. It was noted that none of these limits had yet been reached. The Conservators requested that the level of these limits be reviewed at a future meeting.

- e) New event organisers using the Downs. The Conservators considered that event organisers who had not previously used the Downs should be restricted to 1 event in their initial application, to ensure that there were no issues with their usage or post-event clean-up.

Following consideration, the Conservators:

(1) Decided to:

- **Approve** the Royal Pigeon Racing Association: Pigeon Racing Liberations on various Saturdays between May – September 2017
  - **Approve** the First Stride Events Ltd: 5km & 10km running races on Sunday 20 August
  - **Refuse** the First Stride Events Ltd: 5km & 10km running races on 18 June and 29 October 2017
  - **Refuse** the Guided Walking Tours on Sundays from 2 July – 13 August 2017
  - **Approve** the EDMAC Cloud Tramp on Saturday 5 August 2017
  - **Approve** the Omni Terrier Derby on Sunday 27 August 2017
  - **Refuse** the Alzheimer's Society Memory Walk on Sunday 24 September 2017
  - **Approve** the Tadworth Athletics Club: Tadworth Ten on Sunday 7 January 2018
  - **Approve** the 79th Pioneer Run for Veteran Motorcycles on Sunday 18 March 2018
  - **Refuse** the Alzheimer's Society Memory Walk on Sunday 23 September 2018
- (2) Noted the Calendar of Events for 2017/18, subject to the decisions on applications detailed above.
- (3) Noted the fees and charges to be applied to each event.
- (4) Requested officers to present a review of the limits placed on the maximum number of events permitted per year to a future meeting.

**40 SIGNS ON THE DOWNS AUDIT**

The Conservators received and noted a report presenting an audit of signs on the Downs, and expressed their thanks to officers for all their work to complete such an extensive analysis. It was noted that officers aimed to present a follow-up report before the end of the financial year to agree a schedule for replacing/repairing signs where necessary.

**41 REVISION OF THE HABITAT MANAGEMENT PLAN TO INCLUDE EPSOM GOLF CLUB SITE**

The Conservators received a report presenting the final version of the Habitat Management Plan for Epsom and Walton Downs and Epsom Golf Club 2015-20.

It was noted that a couple of small elements of the Habitat Management Plan were still outstanding, and would be added to it as soon as they were available. The Conservators expressed their thanks to officers and all contributors, for their work to complete the Plan.

Following consideration, the Conservators:

- (1) Noted the amendments made to the Habitat Management Plan, which now included an updated version of the Epsom Golf Club Plan.
- (2) Approved the final version of the Plan and adopted the Management Recommendations set out for the next 3 years.

**42 MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE**

The Conservators received a report providing the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 13 March 2017. It was noted that the Chairman had contacted Surrey County Council with regard to the condition of the hedge adjacent to the horse margin running from Langley Vale Farm to Shepherds Walk and was awaiting a response.

**43 OUTSTANDING REFERENCES**

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

**44 VOTE OF THANKS**

The Conservators expressed their thanks to the Chairman for her work on their behalf over the past year.

The Chairman thanked the Conservators and officers for their work throughout the year.

*The meeting began at 6.00 pm and ended at 7.25 pm*

COUNCILLOR LIZ FROST (CHAIRMAN)

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**MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST**

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

**REPORT SUMMARY**

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

**1 Hack sand track, foot of Walton Downs – Minute 35 a)**

1.1 No response has yet been received to the Head of Legal and Democratic Service's letter to the Horserace Betting Levy Board regarding this matter.

**2 Public consultation on proposal for parking on land in front of the Derby Arms Public House**

2.1 Officers are considering all the issues surrounding the car parking proposal, and will take the consultation forward in light of the outcome of further enquiries.

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**FINAL ACCOUNTS 2016/17**

Report of the: Treasurer to the Conservators  
Contact: Lee Duffy  
Annexes/Appendices (attached): Annexe 1 – 2016/17 Cost Centre Account  
Annexe 2 - Financial Statements 2016/17  
Annexe 3 - Annual Return and Statement of Assurance for the year ended 31 March 2017

Other available papers (not attached): Final Accounts Working Papers

**REPORT SUMMARY**

**This item reports on the final accounts for the financial year 2016/17 and the financial position as at 31 March 2017**

**RECOMMENDATIONS**

- (1) That the final accounts for 2016/17 be received, subject to external audit,**
- (2) That the Conservators accept the Statement of Accounts and the Annual Governance Statement as set out in sections 1 and 2 of Annexe 3 to this report.**
- (3) That the Conservators confirm that the arrangements for internal audit as set out in this report are effective for auditing purposes.**
- (4) That the Chairman and Clerk be authorised to sign the Statement of Annual Return on behalf of the Conservators**

**1 Introduction**

- 1.1 The detailed revenue account for the year ended 31 March 2017 is attached at Annexe 1. This shows detailed income and expenditure for the year compared to the original budget and the forecast reported in January 2017.
- 1.2 The financial statements for 2016/17 are attached at Annexe 2.
- 1.3 The Annual Return for Smaller Bodies is required to be sent to the Audit Commission and is attached at Annexe 3.
- 1.4 The accounts are subject to external audit.

**2 Revenue Account for 2016/17**

- 2.1 Net expenditure for the year exceeded income, resulting in £3,443 being transferred from the working balance. This is £1,713 more than the budgeted transfer from the working balance.
- 2.2 Net expenditure for the year was £374,723 compared to the original budget of £373,010.
- 2.3 There was no expenditure against the £11,100 budgeted for Warren Woodlands improvement works. As a result, there were no applications made for Woodland Improvement Grants from the Forestry Commission.

**3 Repairs and Renewals Fund**

- 3.1 The balance on the fund was £35,860 at 31 March 2017 calculated as follows:-

	£
Balance b/f 1 April 2016	34,013
Contributions 2016/17	1,500
Payments 2016/17	0
Sub total	35,513
Interest on balance (1.02% Interest rate applied)	347
Balance c/f 31 March 2017	<u>35,860</u>

**4 Financial Implications**

- 4.1 The working balance stood at £52,816 as at 31 March 2017 (£56,259 at 31 March 2016).
- 4.2 The balance sheet debtor is Epsom and Ewell Borough Council who holds the working balance and renewals fund reserve. The Council credits interest on these sums to the Conservators' account on the average return on the Council's investments for 2016/17 at 1.02%

**5 Internal Audit**

- 5.1 The following comprises the review of the effectiveness of internal audit arrangements for the current year.
- 5.2 All financial transactions are processed through Epsom and Ewell Borough Council's financial systems and transactions recorded on the Council's financial management systems.
- 5.3 RSM UK have been appointed by Epsom and Ewell Borough Council to provide internal audit services to the Council and to audit the financial statements of 'smaller bodies'

- 5.4 RSM UK prepares a risk based audit strategy and an annual audit plan, which covers all of the Council's core financial systems.
- 5.5 The Audit Plan is submitted annually to Epsom and Ewell Borough Council's Audit, Crime & Disorder & Scrutiny Committee who act as an Audit Committee under the Council's constitution
- 5.6 The Audit, Crime & Disorder & Scrutiny Committee receive quarterly audit progress reports and a year-end Assurance Report
- 5.7 The role and scope of internal audit can be extracted from the annual assurance report prepared for Epsom and Ewell Borough Council. An updated annual assurance report will be available following the next Audit, Crime & Disorder & Scrutiny Committee meeting on 20 June 2017.
- 5.8 RSM UK audit plan includes provision to review smaller bodies accounts and financial statements, including the Epsom and Walton Downs Conservators' accounts.
- 5.9 RSM UK Internal Audit Contract Manager makes the appropriate arrangements for the smaller body accounts to be checked and signed off for Section 4 of the Annual Return.

## **6 Annual Return**

- 6.1 Smaller bodies in England must complete an annual return to the appointed External Auditor. The Annual Return for the year ending 31 March 2017 is attached at Annexe 3:-
  - 6.1.1 Section 1 comprises a Annual Governance Statement, which must be approved by the body and signed by the Chairman and the Clerk.
  - 6.1.2 Section 2 comprises a summary of the statement of accounts completed by the responsible financial officer.
  - 6.1.3 Section 3 comprises the external auditor's certificate and opinion.
  - 6.1.4 Section 4 comprises the annual internal audit report.
- 6.2 With regard to the Smaller Authorities Annual Return, the Conservators will note that:-
  - 6.2.1 The detailed budget is submitted to the Conservators each year prior to contributions being levied from constituent bodies,
  - 6.2.2 Officers monitor the account as part of the Council's budget monitoring arrangements with monthly monitoring reports and quarterly reviews of major variances.
  - 6.2.3 A mid-year monitoring report is presented to the Conservators by the Treasurer.

- 6.2.4 A year-end report is presented to the Conservators by the Treasurer.
- 6.2.5 All transactions are subject to the Council's financial management and internal control arrangements
- 6.2.6 The Council's financial processes and operational activity are subject to risk profile as part of the audit needs assessment.

**7 Issues arising from the previous Audit of the Accounts for the year ended 31 March 2016**

- 7.1 The external auditors carry out a review of the financial returns and identify areas where changes are required.
- 7.2 The external auditors, BDO LLP, completed the audit of the accounts for the year ended 31 March 2016. No changes were required to the financial position for 2015/16 as reported in June 2016.

**8 Proposals**

- 8.1 It is proposed that:-
  - 8.1.1 The final accounts for 2016/17 be received
  - 8.1.2 The Conservators accept the Statement of Accounts
  - 8.1.3 The Conservators confirm that the arrangements for internal audit as set out in this report are effective for the purpose of the Committee
  - 8.1.4 The Chairman and Clerk be authorised to sign the Annual Governance Statement.
- 8.2 Any significant changes to figures following external audit will be reported back to the Conservators.

**9 Conclusions**

- 9.1 Expenditure for the year exceeded income by £3,443.
- 9.2 The working balance at the year-end is £52,816, which represents approximately 14.2% of annual turnover (15.8% last year).
- 9.3 The level of working balance, taking into account this commitment, is considered to be adequate for the purpose.

## AGENDA ITEM 6 ANNEXE 1

2016/17 cost centre accounts

	2015/16 Actual	2016/17 Budget	Forecast 2016/17	2016/17 ACTUAL
	£	£		£
<b>Grounds Maintenance</b>				
Maintenance of Grounds	671	600	2,204	890
Maintenance of Notice Boards	0	0	0	0
Car Park Repairs	300	1,000	300	0
EWDC Grounds/Warren Woodland	10,356	11,100	11,100	0
Tree Maintenance Schedule	4,842	4,180	4,180	3,250
Transport and Plant repairs & mntce.	0	1,000	0	0
Fuel	8,308	9,000	9,000	8,969
Spot hire of vehicles	1,311	0	1,000	0
Transport Insurance recharge	2,000	2,400	2,400	2,400
Hire of paladins	2,507	2,560	2,657	2,657
EWDC Grounds/Transport fleet SLA NJMC	26,500	27,030	27,030	27,030
Sub-Total	<b>56,795</b>	<b>58,870</b>	<b>59,871</b>	<b>45,196</b>
<b>Keepers Hut</b>				
Kier engineering and fab	1,448	1,240	1,506	1,513
Building and M&E maintenance	17	500	100	0
Electricity	1,646	1,500	1,500	1,430
Rates	720	730	726	726
TV Licence	146	150	150	146
General office expenses	644	0	160	0
Insurance recharges	900	900	945	945
Sub-Total	<b>5,521</b>	<b>5,020</b>	<b>5,087</b>	<b>4,759</b>
<b>Central Expenses</b>				
Additional pension contribution	24,000	28,000	28,000	28,000
Contribution to Repairs& Renewals Fund	2,500	1,500	1,500	1,500
Clothing & uniforms	618	600	850	873
External Audit	1,014	1,000	1,000	900
Conservation expenses	0	0	486	486
Miscellaneous Expenses	398	1,000	1,000	1,272
General Office Expenses	37	2,400	1,600	2,084
VAT payments	18,741	15,000	15,000	18,568
OS SLA recovery EWDC	222,000	222,000	226,440	223,317
Management costs SLA rec	27,548	28,150	27,548	27,548
Insurance	1,100	1,100	1,155	1,155
Internal audit	508	500	500	684
Sub-Total	<b>298,464</b>	<b>301,250</b>	<b>305,079</b>	<b>306,387</b>
<b>Derby Gypsy Caravan Site</b>				
Contract Payments	5,335	6,300	5,530	5,530
Sub-Total	<b>5,335</b>	<b>6,300</b>	<b>5,530</b>	<b>5,530</b>
<b>Tattenham Corner conveniences</b>				
Vandalism Repairs	146	0	0	1,054
Asbestos Surveys	128	0	0	0
Kier Engineering and fabric recharges	782	670	670	817

**AGENDA ITEM 6  
ANNEXE 1**

2016/17 cost centre accounts

	<b>2015/16 Actual</b>	<b>2016/17 Budget</b>	<b>Forecast 2016/17</b>	<b>2016/17 ACTUAL</b>
	£	£		£
Building and M&E maintenance	1,727	2,000	1,500	48
Kier Cleaning contract recharges	10,220	10,070	10,070	10,677
Electricity	576	1,000	750	1,509
Business Rates	3,360	3,430	3,388	3,388
Water Charges	293	400	300	198
Insurance recharges	1,500	1,500	1,575	1,575
Sub-Total	<b>18,732</b>	<b>19,070</b>	<b>18,253</b>	<b>19,266</b>
<b>Gross Expenditure</b>	<b>384,847</b>	<b>390,510</b>	<b>393,820</b>	<b>381,138</b>
<b>Income:</b>				
Other government grant income	-10,635	-11,100	-11,100	0
Hire charges	-5,383	-3,500	-3,500	-3,535
Interest on Balances	-2,360	-2,400	-2,400	-1,839
Misc. income	-875	-500	-500	-1,040
Income	<b>-19,252</b>	<b>-17,500</b>	<b>-17,500</b>	<b>-6,414</b>
<b>Net Expenditure</b>	<b>365,595</b>	<b>373,010</b>	<b>376,320</b>	<b>374,723</b>
<b>Precepts:</b>				
Borough Council	-214,200	-222,770	-222,770	-222,770
Training Board	-35,700	-37,130	-37,130	-37,130
Epsom Racecourse	-107,100	-111,380	-111,380	-111,380
	<b>-357,000</b>	<b>-371,280</b>	<b>-371,280</b>	<b>-371,280</b>

Surplus (-) / Deficit in Year

<b>8,595</b>	<b>1,730</b>	<b>5,040</b>	<b>3,443</b>
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Balance b/fwd 1 April

<b>64,854</b>	<b>56,259</b>	<b>56,259</b>	<b>56,259</b>
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Balance c/fwd 31 March

<b>56,259</b>	<b>54,529</b>	<b>51,219</b>	<b>52,816</b>
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Financial Statements 2016/17 (Subject to Audit)

**EPSOM AND WALTON DOWNS CONSERVATORS**  
**REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017**

	2015/16 £'000	2016/17 £'000
Income:-		
Interest on Balances	2	2
Other Income	17	5
Epsom and Ewell Borough Council Precept	214	223
Epsom Down Racecourse Precept	107	111
Epsom and Walton Downs training Board Precept	36	37
	<b>376</b>	<b>378</b>
Expenditure:-		
Employees	24	29
Premises	37	25
Transport	14	13
Suppliers and Services	24	27
Third Party Payments	6	6
Support Services	280	281
	<b>385</b>	<b>381</b>
Surplus for the year	-9	-3
Balance Brought Forward at 1 April	65	56
<b>Balance Carried Forward at 31 March</b>	<b>56</b>	<b>53</b>

Financial Statements 2016/17

**EPSOM AND WALTON DOWNS CONSERVATORS**  
**BALANCE SHEET AS AT 31 MARCH 2017**

31 March 2016			31 March 2017	
£'000	£'000		£'000	£'000
	0	<b>FIXED ASSETS</b>		0
		Plant and Equipment		
		<b>CURRENT ASSETS</b>		
0		Debtors (General)	0	
109		Debtors (Epsom and Ewell B.C.)	108	
109			108	
		<b>LESS: CURRENT LIABILITIES</b>		
19	90	Creditors	19	89
	<b>90</b>			<b>89</b>
		Represented By:-		
		<b>RESERVES</b>		
	34	Repairs and Renewals Fund		36
	0	Capital Adjustment Account		0
	<b>56</b>	<b>Revenue Balance</b>		<b>53</b>
	<b>90</b>			<b>89</b>

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# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

EPSOM AND WALTON DOWNS CONSERVATORS

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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 YES	No NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

[Signature box]

and recorded as minute reference:

TO FOLLOW - GOING TO COMMITTEE IN JUNE

Signed by Chair at meeting where approval is given:

[Signature box]

Clerk:

[Signature box]

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

EPSOM AND WALTON DOWNS CONSERVATORS

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	96,115	90,271	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	357,261	371,280	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	19,252	6,761	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	24,000	29,317	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	358,347	350,320	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	90,271	88,676	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	109,491	108,143	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>				
9. Total fixed assets plus long term investments and assets	0	0	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No			The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

TO FOLLOW - GOING TO COMMITTEE IN JUNE

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

EPSOM AND WALTON DOWNS CONSERVATORS

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/do not certify\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

EPSOM AND WALTON DOWNS CONSERVATORS

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.			
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.			
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. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit

Signature of person who carried out the internal audit  Date

\*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, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**REPORT OF THE HEAD DOWNSKEEPER**

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Annexes/Appendices (attached): None

Other available papers (not attached):

**REPORT SUMMARY**

**To receive the report of the Head Downskeeper.**

**1 Staffing**

- 1.1 The new Downskeeper is now in post and is doing very well. Unfortunately, we still have one Downskeeper on long-term sick leave and we are seeking a suitable, temporary replacement. We have expanded our search and we are hopeful that we will find a candidate very soon.

**2 Events**

- 2.1 All approved events during the past few weeks have passed without incident.

**3 Derby Festival**

- 3.1 The Downskeepers are currently busy with the build up to the Derby, with available resources focused towards strimming and grounds maintenance.
- 3.2 At present the preparations for the Derby are going smoothly and a verbal update on the post Derby clean-up will be given at the meeting.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**

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## **PROPOSED WORKS TO WATER MAIN NEAR DOWNSKEEPERS HUT**

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> - Plan of existing and new water main locations.
<u>Other available papers</u> (not attached):	Minutes of the meeting of the Epsom and Walton Downs Conservators 19 April 2017.

### **REPORT SUMMARY**

**This report details proposed works to repair a leaking water main near to the Downskeepers Hut on Epsom Downs.**

### **RECOMMENDATION (S)**

- (1) That the Conservators approve the proposed works to the leaking water mains as detailed in pghs 2.1 – 2.7.**
- (2) That the Conservators approve the expenditure as detailed in pgh 3.1 and the use of the Repairs and Renewals Fund in order to complete the necessary works.**

## **1 Background**

- 1.1 On 19 April 2017 the Downs Manager received a request from Epsom & Ewell Borough Council's Property Team to undertake remedial works to a water mains near to the Downskeepers' Hut on Epsom Downs which was known to be leaking.
- 1.2 At their meeting on the same day, the Conservators were informed of the leak, and a plan indicating the existing water pipe and a proposed new section of pipework was tabled.
- 1.3 The Downs Manager had been told that the extent of the leak did not require emergency works but that remedial works should take place as soon as possible giving consideration to the up-coming Derby Festival.
- 1.4 The Conservators agreed that the works should take place soon after the Derby Festival and requested that a detailed proposal of the works should be brought to the next meeting, or circulated sooner, if necessary.

- 1.5 The General Manager of Epsom Downs Racecourse requested that he be consulted on the exact location of the new pipework as it could have implications for the location of infrastructure associated with the Derby Festival.
- 1.6 The Downs Manager agreed to arrange for a site visit with the Contractor and the General Manager of the Racecourse before the location of the new pipework is agreed.

## 2 Proposals

- 2.1 Attached at Annexe 1 is a plan indicating the existing pipework in red and the proposed new run of pipework for the mains in blue.
- 2.2 A site visit between the General Manager of Epsom Downs Racecourse, the contractor and a representative from the Property Team at Epsom & Ewell Borough Council will be arranged at their earliest convenience.
- 2.3 It is proposed that a new supply of pipework approximately 100m long will be run from the existing post and rail fence. This will be a 25mm Polyethylene pipe and will link into the existing supply on the west elevation of the Downskeepers Hut.
- 2.4 All works will be excavated using a mechanical digger and dug by hand near existing services. A trench approximately 750mm x 300mm x 100m will be dug out to accommodate the new pipework.
- 2.5 Excavated earth will be back filled into the trench following installation, testing and commissioning. Grass will be reinstated where applicable.
- 2.6 A space will be required to locate the storage container for the digger which will need to be near to the area of proposed works. The contractor will board and fence off areas where required.
- 2.7 All works will be carried out after 12 noon to avoid any potential conflict with racehorse training.

## 3 Financial and Manpower Implications

- 3.1 The cost of the works including labour and materials is estimated at £6,500.
- 3.2 There is no dedicated revenue budget for this work, however Epsom and Walton Downs Conservators have a Repairs and Renewals Fund with a balance of £35,860 at 31/3/2017. This budget is for work such as this and funds can be drawn down from this to pay for the works.
- 3.3 The Conservators are asked to agree to the expenditure and use of the Repairs and Renewals Fund.
- 3.4 **Chief Finance Officer's comments:** The Repairs and Renewals Fund is a fund which was specifically set up for eventualities such as this.

**4 Legal Implications (including implications for matters relating to equality)**

4.1 None for the purposes of this report.

**5 Sustainability Policy and Community Safety Implications**

5.1 None for the purposes of this report.

**6 Partnerships**

6.1 None for the purposes of this report.

**7 Risk Assessment**

7.1 There is a risk that other services could be affected if during the works, other pipework is damaged. Plans identifying the exact location of other services have been obtained and will be closely observed whilst the works are undertaken.

7.2 The supply to the Downskeepers Hut will need to be turned off on the last day to connect the new pipework but this should only be for a short period of time. The Downskeepers will be given plenty of notice to make alternative arrangements for water during that time.

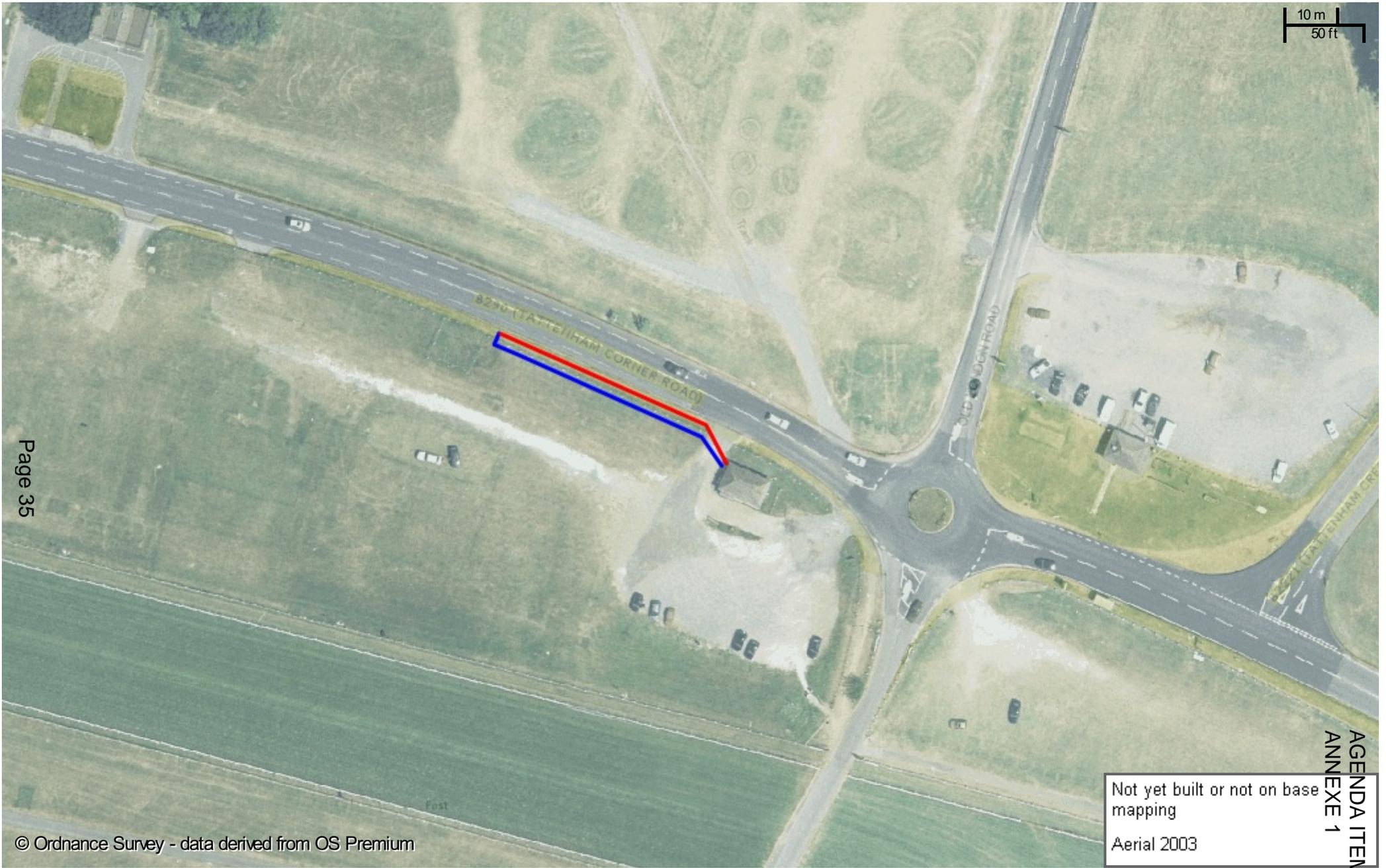
**8 Conclusion and Recommendations**

8.1 The Conservators are asked to approve the proposed remedial works as detailed in 2.1 – 2.7, to a leaking water mains pipe near to the Downskeepers Hut.

8.2 The cost of the works is estimated to be £6,500 which is to be funded through the Conservators budget. In light of this the Conservators are further asked to approve the expenditure in order to carry out the necessary works.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**

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Not yet built or not on base mapping  
Aerial 2003

AGENDA ITEM  
ANNEXE 1

© Ordnance Survey - data derived from OS Premium

EEBC Map  
Scale: 1:1000

Printed on: 17/5/2017 at 15:16 PM



© Epsom and Ewell Borough Council

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**PROPOSAL FOR SIGN TO BE LOCATED AT THE ENTRANCE TO THE 1ST TEE  
ON EPSOM GOLF COURSE**

Report of the: Head of Operational Services  
Contact: Samantha Whitehead  
Annexes/Appendices (attached): Annexe 1 – Picture of Proposed Sign  
Annexe 2 – Location of Proposed Sign  
Other available papers (not attached):

**REPORT SUMMARY**

**This report requests full permission for Epsom Golf Club to install a new sign at the entrance to the 1<sup>st</sup> Tee on the Golf Course**

**RECOMMENDATION (S)**

- (1) That the Conservators grant permission to the proposal from Epsom Golf Club for a new sign to be installed at the entrance to the 1<sup>st</sup> Tee on the Golf Course, in accordance with Byelaw 2. (i) (a).**

**1 Background**

- 1.1 At the October 2015 meeting of the Conservators, permission was granted to Epsom Golf Club to carry out works to the Golf Course. These included vegetation clearance, tee extension and creation of a new path for the 1st hole, and creation of a new path between the 11<sup>th</sup> Green to the 12th Tee.
- 1.2 After some challenges with the original pathing material, the Golf Club worked closely with Epsom & Ewell's Planning department to amend the design and the Streetcare Manager is pleased to report that this stage of the project is now complete.

**2 Proposal**

- 2.1 To enhance the user experience of the golf course, Stuart Walker, Director of Golf at Epsom Golf Club has approached the Streetcare Manager to seek permission from the Conservators for a new sign to be installed at the entrance to the 1st Tee on the Golf Course.
- 2.2 The Streetcare Manager has visited the location of the proposed sign – see Annexe 1, and viewed a picture of the proposed sign – see Annexe 2.

- 2.3 From an aesthetic and operational perspective, there does not appear to be any issues with the proposed location or type of sign, which is made of a durable, recycled material.
- 2.4 The dimensions of the sign are 190cm x 120cm, which is fairly standard size for a sign of this nature, in this location.

### **3 Financial and Manpower Implications**

- 3.1 There are no financial implications for the Conservators as a result of this proposal. The cost of the proposed works will be funded entirely by Epsom Golf Course.
- 3.2 **Chief Finance Officer's comments:** Funding will be entirely funded by Epsom Golf Course for this work.

### **4 Legal Implications (including implications for matters relating to equality)**

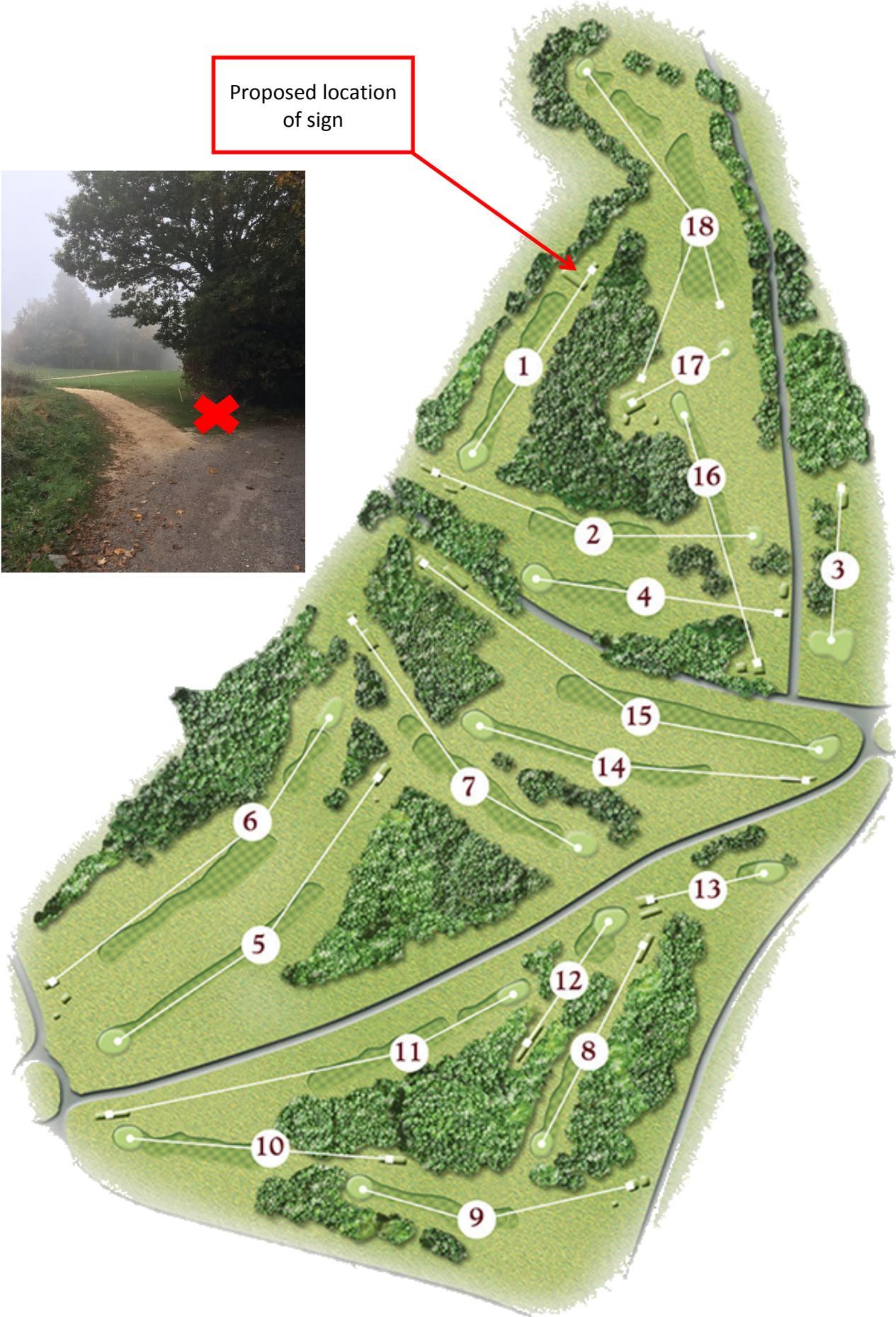
- 4.1 Under the Epsom and Walton Downs Regulation Act 1984, Byelaw 2. (i) (a) states that:
  - 2.(i) A person shall not, without the consent of the Conservators, on the Downs:
    - (a) enclose any part of the Downs or erect any building shed or **other structure** thereon or construct any roads or parking places

### **5 Conclusion and Recommendations**

- 5.1 That the Conservators to agree to the installation of the sign at the entrance to the 1<sup>st</sup> Tee on the golf course as detailed in section 2 of this report.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**

Epsom Golf Club Course Map and picture of location



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## **PROPOSAL FOR EXTENSIONS TO PATHWAYS ON THE GOLF COURSE**

Report of the: Head of Operational Services  
Contact: Samantha Whitehead  
Annexes/Appendices (attached): Annexe 1 - Proposal for Pathway Extensions from Epsom Golf Club  
Other available papers (not attached):

### **REPORT SUMMARY**

**This report requests permission for Epsom Golf Club to carry pathway extensions on the golf course.**

### **RECOMMENDATION (S)**

- (1) That the Conservators agree in principle to the proposal from the Golf Club to join up two existing pathways across the 7<sup>th</sup> fairway, subject to obtaining the necessary planning permission.**
- (2) That the Conservators agree in principle to the proposal to extend the pathway from 8<sup>th</sup> hole to the 13<sup>th</sup> tee, subject to obtaining the necessary planning permission.**

## **1 Background**

- 1.1 Epsom Golf Club are committed to providing its members with a first class facility on Epsom Downs.
- 1.2 The golf course is one of the driest in Surrey as the chalk subsoil has excellent drainage, which makes the course playable conditions which force other clubs to close.
- 1.3 The Golf Club are continually upgrading the facilities to ensure the club continues attract and retain members.
- 1.4 Following on from successful path improvements last year the club are now keen to carry on with related projects.

## **2 Proposals**

- 2.1 Stuart Walker, the Director of Golf at Epsom Golf Club has approached the Streetcare Manager to propose to two projects as detailed in Annexe 1.

- 2.2 Unfortunately, due to tight timescales the Streetcare Manager has not yet had an opportunity to visit the course to view proposed locations but cannot see any immediate issues from the information supplied.
- 2.3 If the Conservators are minded to support these proposals in principle, Epsom Golf Club will then submit a full Planning application to Epsom & Ewell Borough Council.

### **3 Financial and Manpower Implications**

- 3.1 There are no financial implications for the Conservators because of this proposal. Epsom Golf Course will fund the entire cost of the proposed works.

### **4 Legal Implications (including implications for matters relating to equality)**

- 4.1 Under the Epsom and Walton Downs Regulation Act 1984, Byelaw 2. (i) (e) states that:

*A person shall not, without consent of the Conservators, on the Downs: dig or take any stem chalk soil or other materials or take any turf, sods, trees, flowers, shrubs, plants or grass or use any device designed or adapted for detecting or locating any metal or mineral in the ground.*

### **5 Conclusion and Recommendations**

- 5.1 That the Conservators agree in principle to the proposal from the Golf Club to join up two existing pathways across the 7<sup>th</sup> fairway, subject to obtaining the necessary planning permission.
- 5.2 That the Conservators agree in principle to the proposal to extend the pathway from 8<sup>th</sup> hole to the 13<sup>th</sup> tee, subject to obtaining the necessary planning permission.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**

Epsom Golf Club:

Extended path proposal (1) – Link up existing pathways

We would like to extend and join up two existing pathways across our 7<sup>th</sup> fairway. We feel that this would tidy up consistently worn and uneven areas and direct both golfers and the public. The pathway will be constructed in exactly the same way as the existing pathways, they will be boarded either side to keep things neat and tidy and the construction will be made up of 4 inches of type 1 crushed concrete, topped with 2 inches of 'Redpave'. Below you will see both the overhead view and the view from either end of the existing paths.



Extended pathway proposal (2) – Extend pathway from 8<sup>th</sup> hole.

Our proposal is to extend an already existing pathway on the 8<sup>th</sup> hole around the rear of the 12<sup>th</sup> green and also to run alongside both the tee boxes on the 13<sup>th</sup> tee box. The area to the right hand side of the 13<sup>th</sup> tee box is worn and uneven and a pathway would make the area look cleaner and tidier. The worn pathway on the other side of the road is now rutted and needs to be made smoother to avoid any trip hazards near the road. We would also like to create a pathway around the back of the 12<sup>th</sup> green to join up the untidy road crossing area to the existing path on the 8<sup>th</sup> hole. This path will direct golfers and the public away from the rear of the 12<sup>th</sup> green. The pathway will again be constructed in exactly the same way as the existing pathways, they will be boarded either side to keep things neat and tidy and the construction will be made up of 4 inches of type 1 crushed concrete, topped with 2 inches of 'Redpave'. Below you will the both the overhead view and the view from either end of the existing paths.



**OUTSTANDING REFERENCES**

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

**REPORT SUMMARY**

**This report lists references to officers outstanding as at 19 June 2017.**

**RECOMMENDATION (S)**

**(1) That this report be noted.**

*Notes*

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## OUTSTANDING REFERENCES

<b>Ref. of Item (Min. no / meeting date)</b>	<b>Title and nature of issue</b>	<b>Position at last meeting</b>	<b>Current position</b>
19/04/2006	Signposting of the Downs	Signs Audit received and noted. Schedule for replacing signs to be presented before the end of the financial year.	Report proposing schedule for replacing signs to January 2018 meeting.
19/04/2006	Additional hack riding area, foot of Walton Downs	Area to be opened for Hack Rider use by TGMB when conditions permit.	See <u>Item 04</u> .
25/10/2010	Maintenance of sand track	The Conservators agreed to instruct the Downskeepers not to undertake any works of maintenance to the hack sand track and to ask the Head of Legal and Democratic Services to write to the Horserace Betting Levy Board to confirm that they did not accept that they are responsible for maintaining the track.	See <u>Item 05</u> .
5/10/2016 Minute 17	Review of fee for metal detecting licenses	A review of the fee for metal detecting licences for use on the Downs during the 2018 calendar year will be undertaken at the October 2017 meeting of the Conservators.	Report to October 2017.
5/10/2016 Minute 18	Review of Memorial Policy fees for the Downs	A review of the fees for items permitted under the Memorial Policy for the Downs will be undertaken at the October 2017 meeting of the Conservators.	Report to October 2017.

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