

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 22 January 2018 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)

Simon Durrant, Epsom Downs Racecourse (Vice-Chairman)

Councillor Rekha Bansil

Andrew Cooper, Epsom Downs Racecourse

Councillor Lucie Dallen

Simon Dow, Horserace Betting Levy Board

Councillor Robert Foote

Councillor Jan Mason

Nigel Whybrow, Epsom Downs Racecourse

Councillor Clive Woodbridge

Yours sincerely



Clerk to the Conservators

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

AGENDA

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

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held 4 October 2017 (attached) and to authorise the Chairman to sign them.

2. ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB) (Pages 11 - 12)

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

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

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

4. REPAIRS TO WATER STAND-PIPE ON TRAVELLERS SITE (Pages 15 - 18)

This report details the need for repair works to water pipes located within the travellers' site on Epsom Downs.

5. USE OF A DETHERMALISER FOR FREE FLIGHT MODEL AEROPLANES (Pages 19 - 22)

This report details a request from Epsom Downs Model Aircraft Club (EDMAC), for their members to use a radio controlled dethermaliser for free flight model aeroplanes on land other than that already designated for radio controlled planes.

6. CABLING WORKS ON THE DOWNS (Pages 23 - 26)

This report details a proposal from Epsom Downs Racecourse to carry out essential cabling works located in around the area known as Car Park 2 (Owners and Trainers).

7. REPORT OF THE HEAD DOWNSKEEPER (Pages 27 - 28)

To receive the report of the Head Downskeeper.

8. BUDGET 2018/19 (Pages 29 - 34)

This report seeks approval to the 2018/19 budget and to the amounts to be recovered from the constituent bodies.

9. EPSOM DOWNS RACING SEASON 2018 (Pages 35 - 42)

This report informs the Conservators of dates for race meetings in 2018 and presents a request from Epsom Downs Racecourse for extensions to the periods permitted for fencing.

10. OUTSTANDING REFERENCES (Pages 43 - 46)

This report lists references to Officers outstanding as at 22 January 2018.

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 4 October 2017**

PRESENT -

Councillor Liz Frost (Chairman); Simon Durrant (Epsom Downs Racecourse) (Vice-Chairman); Councillor Rekha Bansil, Andrew Cooper (Epsom Downs Racecourse), Councillor Robert Foote, Nigel Whybrow (Epsom Downs Racecourse) and Councillor Clive Woodbridge.

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

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

Officers present: Kathryn Beldon (Chief Executive), Richard Appiah-Ampofo (Accountant), Sam Beak (Downs Manager), Brendan Bradley (Chief Accountant), Bob Harding (Head Downskeeper), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Officer)

12 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Epsom and Walton Downs Conservators held on 17 July 2017 were agreed as a true record and signed by the Chairman.

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

An update on items considered by the Epsom and Walton Downs Training Grounds Management Board had been published as a supplement to the agenda for the meeting.

The report provided updates on the following matters: the Trainers' Open Day, improvements to the Queen's Stand equestrian crossing, Cedar Point stables, the hatched area at the foot of Walton Downs and the number of race horses/winners on the Downs. The Conservators received and noted the report.

14 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: review of fees for metal detecting licenses and memorial policy fees. The report

proposed that the fees for these items would not be increased in the 2018/19 financial year, and be reviewed in October 2018. The Conservators received and noted the report.

15 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 matter was considered:

- a) **Staffing:** The Conservators were informed that the Downskeepers were currently fully staffed.

16 MID-YEAR BUDGET MONITORING REPORT

The Conservators received a report advising them of income and expenditure in 2017/18 as at 31 August 2017, and seeking guidance on the preparation of the budget and precept for 2018/19. An updated Risk Register for the Downs for 2017/18 was also presented.

The Chief Accountant updated the Conservators on the external auditor's review of the 2016-17 accounts, which had been received following publication of the agenda. The auditor had reported that the 2016-17 accounts provided a true and fair view, but had recommended changes to ensure due process is followed in approving the accounts, namely:

- a) **Receipt of final accounts by the Conservators.** The auditor had noted that the meeting of the Conservators on 14 June 2017 had been rescheduled, and that as a result, the Conservators had not received their final accounts until their meeting of 17 July 2017. The auditor highlighted the requirement that the Conservators receive and consider their final accounts before the end of June annually, and recommended that if the June meeting be rescheduled again in the future, it be moved to a date before the end of that month.

The Conservators noted that it was proposed to increase precept contributions by 2.0% in order to achieve a balanced budget in 2018/19. The Conservators were informed that there was a forecast £4,271 use of the working balance in the current year.

Following consideration, the Conservators agreed:

- (1) to note the mid-year income and expenditure position as at 31 August 2017;
- (2) to support the proposed 2.0% increase in precept contributions for 2018-19, for consideration at their meeting in January 2018;
- (3) to note the 2017/18 Risk Register for the Downs.

17 PROPOSED EVENTS ON EPSOM & WALTON DOWNS

The Conservators received a report setting out the details of event applications received for the Downs. The following matters were considered:

- a) **Review of suggested limits for events.** The Conservators noted that the suggested limits for events on the Downs had not been reviewed since they had originally been set, several years ago. Officers were requested to present a review of event limits to a future meeting, for consideration.
- b) **Limit on number of participants for Memory Walk.** The Conservators noted that the application for the Alzheimer's Society memory walk proposed a maximum number of 4,000 participants. The Conservators expressed concern that this number could potentially cause damage to the condition of the ground on the Downs, and considered that it should be limited to a maximum of 2,000 participants. The Conservators requested that the impact of the event be reviewed following it being held, prior to consideration of future applications.

Following consideration, the Conservators:

- (1) Decided to:
 - **Approve** the Mole Valley Orienteering Club orienteering event on Sunday 22 October 2017;
 - **Approve** the Downs Young Athletes Cross Country League on Sundays 5 November, 3 December 2017, 18 February, 4 March 2018;
 - **Approve** the Surrey Cross Country League on Saturday 11 November 2017;
 - **Approve** the Epsom College cross country run on Thursday 23 November 2017;
 - **Approve** the Royal Pigeon Racing Association pigeon racing liberation events on various dates from March to October 2018;
 - **Approve** the First Stride Events Ltd 5k and 10k summer series events on Sundays 25 March, 12 August, 4 November 2018;
 - **Approve** the North Cheam Baptist Church Easter Sunday Service on Sunday 1 April 2018;
 - **Approve** the Rotary Club of Banstead sponsored walk on Sunday 6 May 2018;
 - **Approve** the Round the Borough Bike on Sunday 13 May 2018;
 - **Approve** the Cancer Research UK: Race For Life on Sunday 24 June 2018;

- **Approve** the Round the Borough Hike on Saturday 8 September 2018;
 - **Approve** the Alzheimer's Society memory walk on Sunday 23 September 2018, subject to it being limited to a maximum of 2,000 participants.
- (1) Note the calendar of events for 2018/19.
 - (2) Agree that the existing fees and charges for events on the Downs would remain unchanged for the 2018/19 financial year, and to carry out a review of them in October 2018.
 - (3) Note the fees and charges to be applied to each event.

18 MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE

The Conservators received and noted a report presenting the Minutes of the Epsom and Walton Downs Consultative Committee held on 18 September 2017. The report had been published as a supplement to the main agenda document.

The following matter was considered:

- a) **Condition of hack sand track, foot of Walton Downs.** The Conservators considered whether to send a letter to local stables to inform hack riders of the poor condition of the track, and explain that its maintenance was the responsibility of the Horse Race Betting Levy Board.

Members expressed concern that such a letter could give riders an incorrect expectation that the Conservators might undertake works to the track, or imply that they had maintenance responsibility for it, despite that not being the case. It was noted that the condition of the track had continued to deteriorate since it had last been considered. It was also noted that representatives of the hack riding community were already aware of its condition.

Following consideration of this, the Conservators decided not to write to local stables regarding the issue until there was further news regarding its maintenance that could be reported.

19 OUTSTANDING REFERENCES

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

20 DATES OF MEETINGS IN 2018

The Conservators noted that the dates of their normal meetings to be held in 2018 were as follows:

- Monday 22 January 2018 at 18.00 hours

- Monday 16 April 2018 at 18.00 hours
- Monday 18 June 2018 at 18.00 hours
- Monday 8 October 2018 at 18.00 hours

The meeting began at 6.00 pm and ended at 6.38 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

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

Report of the: Chairman of the Conservators
Contact: Tim Richardson
Annexes/Appendices (attached): None
Other available papers (not attached):

REPORT SUMMARY

This report provides the Conservators with an update on items considered by the Epsom and Walton Downs Training Grounds Management Board.

1 Items considered by the Training Grounds Management Board (TGMB)

1.1 The TGMB last met on 28 November 2017, and its next meeting will be on 18 January 2018, following publication of this agenda. The Chairman of the Conservators and Training Grounds Manager (Mr Nigel Whybrow) have provided the following report on items considered by the Board, for the Conservators' information.

2 Horses in training

2.1 The numbers of horses both in yard and in training continues to show a slight improvement on the previous year. The number of winners trained in Epsom during 2017 as also slightly higher than in 2016.

3 Equestrian crossing outside the Queen's Stand

3.1 There have been concerns for many years about the safety of the horse crossing across Ashley Road beside the Queen's Stand. Various proposals have been made, but not come to fruition. A relatively simple, short term improvement would be to replace the current operation buttons with larger ones. Despite TGMB being willing to fund this, SCC have been unable to action it.

4 Business Improvement District (BID)

4.1 The Racecourse was part of the recent BID project, and the TGMB are broadly supportive of it, feeling that it will bring greater opportunities to promote the training industry, in line with the Epsom Vision.

5 Inspection of the Gallops and Schooling Facilities

- 5.1 A British Horseracing Authority inspection was recently undertaken on the Gallops and Schooling Facilities at Epsom. The report was extremely positive. The one point that it did show was that our National Hunt fences were not up to standard. Although the main training in Epsom is for flat racing, there are training fences available, and so these are being replaced to ensure a consistently good standard of facilities.

MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST

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

REPORT SUMMARY

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

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

- 1.1 The terms of the public consultation have been drafted and will be circulated to all members of the Conservators prior to this meeting. The public consultation period is anticipated to run until near the end of February, and a report presenting its findings will be presented to the June meeting of the Conservators.

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REPAIRS TO WATER PIPES ON TRAVELLERS' SITE

Report of the:	Downs Manager
Contact:	Sam Beak
Annexes/Appendices (attached):	None
Other available papers (not attached):	Epsom and Walton Downs Regulation Act 1984 Epsom and Walton Downs Byelaws

REPORT SUMMARY

This report details the need for repair works to water pipes located within the travellers' site on Epsom Downs.

RECOMMENDATION (S)

- (1) That the Conservators note the repair works necessary to the water pipes located within the travellers' site as detailed at 2.1 and 2.2.**
- (2) That the Conservators note the legal position in terms of responsibility for the water pipes and consider if they wish to contribute to the cost of the repairs.**

1 Background

- 1.1 During the Derby, the Conservators provide a temporary traveller site on Epsom Downs.
- 1.2 Historically the provision of water has been made available on the site through local water standpipes although there is no requirement within the Epsom and Walton Downs Regulation Act 1984 to do so.
- 1.3 The water pipes are 1 inch metal pipes that are buried in the ground and were installed circa 1960 prior to the Epsom and Walton Downs Regulation Act 1984.
- 1.4 Each year the two outlets alongside the entrance road are becoming difficult to attach to due to the pipework deteriorating and rusting away. There are concerns that the pipe will eventually fail.

- 1.5 The Downs Manager has been informed by the General Manager of Epsom Downs Racecourse that they are now facing additional regulations that must be complied with such as 'backflow' and 'chlorination' and for that reason repairs must be made to the pipes in order to continue the supply of water to the traveller site.

2 Proposals

- 2.1 The proposal is to replace the old metal pipe with new plastic pipe at the outlets alongside the entrance road complete with fitted backflow valves.
- 2.2 The Jockey Club has received a quote from a suitable contractor and, dependent upon the groundworks required, which are unknown until further investigation is carried out, will be between £2,800 and £4,650 +vat.

3 Financial and Manpower Implications

- 3.1 There is no dedicated revenue budget for this work; any approved expenditure will affect either the working balance or the repairs and renewals reserve.
- 3.2 The working balance is forecast to be £49,499 at 31 March 2018 and the repairs and renewals reserve is forecast to be £30,860 at 31 March 2018.
- 3.3 **Chief Finance Officer's comments:** The cost of repairing the water stand-pipe is not included in the current forecast for 2017/18. If the Conservators decide to contribute towards the repairs then it would be prudent to use the repairs and renewals reserve to fund the contribution. The potential costs (at £4,650 + vat) represents 18% of the repairs and renewals reserve.

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

- 4.1 The Conservators duties and powers are set out at s10 of the Epsom and Walton Downs Regulation Act 1984 (the Act). The Act does not give the Conservators any rights to the laying of water pipes or the maintenance of such pipes.
- 4.2 Under s16 of the Act the Conservators may provide a temporary site for accommodation of caravans and impose charges for use of this. There is no provision (like there is for car parking) that charges must be spent on the site.
- 4.3 At the time of writing this report no other agreements or documentation have been provided in relation to the water pipes. On that basis and given the legal position that the Conservators do not have any rights to run pipes, the pipes must belong to the Owner of the land which is the Jockey Club.

- 4.4 Currently the Jockey Club provide the water and the standpipes and it is therefore their cost to maintain these. However, there is no duty on them to do so and they would be entitled to make a decision not to provide water anymore. This is likely to result in difficulties with the traveller site and therefore it may be that the Conservators wish to consider contributing to the cost or paying the full amount.
- 4.5 **Monitoring Officer's comments:** The legal implications are considered in full within the body of this report. If it is agreed that a contribution should be made it is recommended that this position is formalised in an agreement so that the responsibilities of the Conservators and Owner are clearly set out.

Whatever decision is made in relation to the costs of the works, Epsom and Walton Downs Byelaws state at Byelaw 2. (i) that;

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

(e) dig or take any stem, chalk, soil or other materials or take 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.

- 4.6 As no authority is given in the Act for the Owner or Conservators to lay and maintain pipes in this area the Byelaws will need to be complied with. Therefore permission will need to be given by the Conservators for the works to be undertaken.

5 Sustainability Policy and Community Safety Implications

- 5.1 If the Conservators decide to contribute or pay in full for the repairs to the water pipes, they are likely to be taking responsibility for a share in the long term maintenance of the water pipes unless specified otherwise in an agreement. This would have sustainability implications in terms of financial resource.
- 5.2 There may also be a community safety implication if water is no longer provided in the traveller site. If the site has no water provision it would become less attractive to use and may result in travellers seeking alternative options to obtain water.

6 Partnerships

- 6.1 None for the purpose of this report.

7 Risk Assessment

- 7.1 If water is to continue to be supplied to the traveller site during the Derby period, then health & safety regulations must be met. If the repairs to the water pipes are not carried out then there is a risk of future litigation.

- 7.2 If a decision is taken to stop the provision of water to the traveller site during the Derby period, it could lead to difficulties with the travellers.

8 Conclusion and Recommendations

- 8.1 The water pipes that service the traveller site are in need of repair in order to make them compliant with health & safety water regulations.
- 8.2 The ownership of the pipes falls with the Jockey Club who also supply the water.
- 8.3 There is no duty on the Conservators or the Jockey Club to provide water for the traveller site, however if this water provision was withdrawn then it may cause issues with those travellers who annually use the site.
- 8.4 The Conservators are asked to note the repair work necessary to the water pipes and to consider whether they wish to contribute to the cost of the repairs. It should be noted that charges are made to travellers who choose to use the site and these are retained by the Conservators.

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

USE OF A RADIO CONTROLLED DETHERMALISER FOR FREE FLIGHT MODEL AEROPLANES ON LAND OTHER THAN THE DESIGNATED AREA FOR RADIO CONTROLLED PLANES

Report of the: Downs Manager
Contact: Sam Beak
Annexes/Appendices (attached): None
Other available papers (not attached):

REPORT SUMMARY

This report details a request from Epsom Downs Model Aircraft Club (EDMAC), for their members to use a radio controlled dethermaliser for free flight model aeroplanes on land designated for the flight of free flight model planes.

RECOMMENDATION (S)

- (1) That the Conservators consider whether to allow Epsom Downs Model Aircraft Club (EDMAC) members the use of a radio controlled dethermaliser for free flight model aeroplanes on land designated for the flight of free flight model areoplanes.**
- (2) That subject to the Conservators agreeing recommendation (1), all members of EDMAC wishing to use a dethermaliser must wear an identifiable arm band.**

1 Background

- 1.1 Anyone flying a model aircraft (whether radio controlled or free flight) on the Downs is required to be a member of the Epsom Downs Model Aircraft Club (EDMAC) which was formed in 2005 with the support of the Conservators.
- 1.2 Only members of EDMAC are licensed and therefore permitted to fly on the Downs. Pilots must have their EDMAC & British Model Flying Association membership cards with them at all times for identification purposes when flying on the Downs.
- 1.3 The area for flight of model aircraft and rules relating to their flying are controlled under the byelaws.

- 1.4 There is currently a designated cut grass strip on which all pilots of radio controlled models must stand when flying.
- 1.5 Free-flight flyers may fly from anywhere within the area permitted by the byelaws, and their location on any day will be dependent on the wind direction.

2 Proposals

- 2.1 The Downs Manager has received a proposal from EDMAC requesting the use of a radio controlled device called a dethermaliser which effectively tips up the tailplane on free flight models to bring the model safely and gently to the ground without damage. Dethermailisers are used by free flight model plane flyers across the world to prevent fly-aways and by doing so, restrict a free flight plane's flight circuit within a given area.
- 2.2 The radio controlled dethermaliser operation only moves the tailplane and by doing so causes the plane to gently stall and descend to the ground in a slow and predictable manner. It cannot control direction, position or height of the model during its normal flight pattern therefore the model is not under radio control guidance at any time.
- 2.3 A dethermaliser is operated via a hand-held transmitter, held by the model aircraft's operator. The physical size of the transmitter is no larger than a smart phone and has no aerial or any other protruding parts. EDMAC are convinced that the facility to safely control the free flight plane's descent and place of landing along with the flight circuit restriction helps to address safety issues whilst free flight flying on the Downs.

3 Financial and Manpower Implications

- 3.1 **Chief Finance Officer's comments:** None for the purpose of this report.

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

- 4.1 Byelaw 7. (1) states:

A person shall not release any radio controlled power driven model aircraft for flight or control the flight of such aircraft or shall not cause such an aircraft to take off on any part of the Downs other than the cut strip of grass designated for this purpose and maintained by the Conservators.

- 4.2 Byelaw 7. (2) states:

A person shall not without reasonable excuse fly a model aircraft over or cause such an aircraft to land on any part of the Downs other than that part which is enclosed by the following boundaries (but excluding the Mile Post Car Park) that is to say

(a) The guard railings on the inside of the Race Course

(b) The eastern side of Langley Vale Road from the underpass to its junction with the footpath leading to Rosebery Road and

(c) The line of that footpath from its junction with Langley Vale Road to a point in line with the guard railings on the inside of the Race Course.

4.3 If EDMAC members are granted permission to use a transmitter along with a dethermaliser for free flight model aircraft, it may cause confusion for the Downskeepers and members of the public.

4.4 Although the aircraft is not technically being radio controlled throughout its flight, the use of a transmitter may look like the flyer has a radio controlled model. If the flyer is then positioned away from the designated strip for radio controlled model aircraft this could be perceived as in breach of the byelaws.

4.5 In light of this, Conservators may wish to consider a condition that all free flight flyers wishing to use a transmitter and dethermaliser must wear some form of identifiable arm band only issued by EDMAC.

4.6 **Monitoring Officer's comments:** The legal implications are considered within the body of the 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 The introduction of a radio-controlled dethermaliser could help to eliminate fly-aways during free flights and would therefore control the area in which the model aircraft landed. This would help to prevent accidental collision and other Downs users from being injured or hurt.

7.2 The use of a transmitter by a flyer that was not stood in the designated radio controlled area could lead to other members of public wrongly assuming that anyone could fly a radio-controlled model aircraft anywhere on the Downs.

8 Conclusion and Recommendations

8.1 EDMAC have requested the use of a radio controlled device known as a dethermaliser on free flight model aircrafts.

8.2 Although this would not control the direction, position or height of the model during its normal flight pattern, it would help to gently stall the plane and allow it to descend to the ground in a slow and predictable manner.

- 8.3 The use of a transmitter to control the dethermaliser could be mistaken for that used for a radio controlled model aircraft leading to confusion and difficulties in monitoring the use of the Downs by the Downskeepers.
- 8.4 The Conservators are asked to consider whether to allow EDMAC members the use of a radio controlled dethermaliser for free flight model aeroplanes on land designated for the flight of free flight model planes.
- 8.5 The Conservators are further asked that subject to agreeing the proposal in paragraph 8.4 above, they consider the use of an identifiable arm band for all members of EDMAC wishing to use a dethermaliser.

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

CABLING WORKS ON THE DOWNS

Report of the:	Downs Manager
Contact:	Sam Beak
Annexes/Appendices (attached):	Annexe 1 - Proposal for Cabling Works on Epsom Downs
Other available papers (not attached):	Epsom and Walton Downs Byelaws

REPORT SUMMARY

This report details a proposal from Epsom Downs Racecourse to carry out essential cabling works located in around the area known as Car Park 2 (Owners and Trainers).

RECOMMENDATION (S)

- (1) That the Conservators consider the proposal from Epsom Downs Racecourse as set out at Annexe 1, and decide whether to grant approval for the necessary cabling works under byelaw 2. (i).

1 Background

- 1.1 The Downs Manager has received a proposal from Epsom Downs Racecourse for necessary cabling works in and around the area known as Car Park 2 (Owners and Trainers).
- 1.2 The works are required as a result of changes and enhancements in media technologies.

2 Proposals

- 2.1 The details of the proposal are set out at **Annexe 1**. The proposed works require the approval of the Conservators under byelaw 2. (i), as set out below.

3 Financial and Manpower Implications

- 3.1 None for the purpose of this report.
- 3.2 **Chief Finance Officer's comments:** None for the purposes of this report.

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

4.1 Byelaw 2. (i) for the Downs states;

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

(e) dig or take any stem, chalk, soil or other materials or take 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.

4.2 **Monitoring Officer's comments:** The legal position is considered within the body of this report.

5 Sustainability Policy and Community Safety Implications

5.1 None for the purpose of this report.

6 Partnerships

6.1 None for the purpose of this report.

7 Risk Assessment

7.1 The area identified within the proposal is close to the equestrian crossing and racecourse crossing used by the trainers during their training times.

7.2 Any work carried out in this area would need to avoid any disruption to the trainers.

7.3 Further consideration would need to be given to the safety of members of the public using the crossing and their access to the Downs.

8 Conclusion and Recommendations

8.1 Epsom Downs Racecourse has submitted a proposal to carry out cabling works on and around the area known as Car Park 2 (Owners and Trainers).

8.2 The Conservators are asked to consider the proposal and decide whether to grant approval under byelaw 2. (i) for the works to be undertaken.

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

Epsom Downs Racecourse Installation of new cabling ducts, cabling and cabinets

Objective

Due to changes and enhancements in media technologies and requirements, it has become necessary to carry out essential cabling works in/around the area known as Car Park 2 (Owners & Trainers) – as shown in the aerial image below.

Existing cabling ducts are of a poor quality and becoming unreliable/blocked. It is necessary to replace these with new, clear ones.

These changes will also require a refurbishment of the existing area that is used for the cabling termination.

Site Plan



Groundworks

A trench will need to be excavated and ducts installed from the existing pit location to the inspection pit next to the Queen's Stand. The route shown on the Site Plan above is indicative only and not necessarily the final route.

The plinth shown on the Site Plan is a concrete base on which a number of cable termination cabinets will need to be mounted, these include cabinets for RaceTech, ITV and BT as well as power distribution.

Cabinets

Currently, a poorly maintained “brick hut” is in place to house the cables and the termination of them.

The proposed works will remove the hut (and two smaller boxes) replacing them with a total of four new cabinets - mounted on a concrete plinth with inspection pits in front of them.

Existing



Proposed



Considerations

Due to the location of these works and the likely impact to local trainers making daily use of this area, discussions will take place in advance of any works so as to minimize possible disruption. This will include identifying suitable times of work and where necessary, suggesting an alternative route onto the Downs for the period required.

During the period of the excavation across the public footpath, signage will be in place advising users to make use of alternative crossing points e.g. the tunnel and the crossing nearest to the Rubbing House.

Excavation works will only be carried out by contractors known to the racecourse and will be under their supervision at all times. No new materials/soil will be introduced to the area with the land being backfilled with existing soil once the ducts have been installed. Any damage caused to horsewalk areas will be repaired accordingly.

A high pressure gas main runs close, but not through, the proposed excavation route. Southern Gas Networks will be advised and the appropriate action taken.

Permission is requested from the Conservators to carry these works out during the first quarter of 2018 so that everything may be finished in time for our first race meeting in April.

Simon Durrant
Epsom Downs Racecourse

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.

RECOMMENDATION (S)

(1) That the Conservators note the contents of this report.

1 Staff

- 1.1 Following the recent retirement of a long-standing member of staff, we are now preparing a campaign to recruit to the two vacant Downskeeper positions.
- 1.2 The Streetcare Manager is currently working on a comprehensive training programme, which will be used as both an induction and refresher for new and existing staff. The training will cover the key elements of the Downskeeper's role such as health & safety, conflict management, horse handling and upholding the bye-laws.

2 Hack Riding Map

- 2.1 The Downskeepers have formulated an easy-to-interpret version of the hack riding map, which will assist hack riders using the Downs.
- 2.2 The map is now with a graphic designer and as soon as the draft version is available, it will be circulated to the relevant stakeholders for their comments and input.
- 2.3 Once the map is agreed, it will be made into a leaflet and will be available for distribution both on the Downs and to local livery yards.
- 2.4 An online version will also be available on the Council's website.

3 Events

3.1 All recent events have passed without incident.

BUDGET 2018/19

<u>Report of the:</u>	Treasurer to the Conservators
<u>Contact:</u>	Brendan Bradley, Richard Appiah-Ampofo
<u>Annexes/Appendices</u> (attached):	Annexe 1 – Detailed Estimates for 2018/19
<u>Other available papers</u> (not attached):	None

REPORT SUMMARY

This report seeks approval to the 2018/19 budget and to the amounts to be recovered from the constituent bodies.

RECOMMENDATION (S)

That the budget for 2018/19 be agreed as set out in Annexe 1 to this report, with a request for a 3.1% increase in precept from the constituent bodies as follows:-

- (1) Epsom and Ewell Borough Council: £234,960**
- (2) Epsom Downs Racecourse: £117,470**
- (3) Epsom & Walton Downs Training Board: £39,160**

1 Background

1.1 As a basis for agreeing a budget and contribution levels for 2018/19, this report provides:-

- A latest forecast of income and expenditure in 2017/18
- Estimates for 2018/19

2 Revised Forecast for 2017/18

- 2.1 The Conservators received a mid-year monitoring report at the meeting on 4 October 2017. A detailed update of forecast income and expenditure for 2017/18 is included in **Annexe 1**.
- 2.2 The latest forecast for the current financial year anticipates net expenditure of £383,127 compared to the original budget of £380,080.

- 2.3 There is a forecast £3,317 use of the working balance.
- 2.4 The working balance stood at £52,816 at 31 March 2017. The latest forecast of the working balance at 31 March 2018 is £49,499.

3 Budget Estimates 2018/19

- 3.1 The detailed estimates for 2018/19 are attached at **Annexe 1**.
- 3.1.1 At the meeting on 4 October 2017, the Conservators agreed to support a 2.0% increase in precept contributions for 2018/19 in order to achieve a balanced budget.
- 3.1.2 However, a subsequent need has arisen to increase the budget further to reflect increased car park maintenance costs. The costs of sourcing the road planings required to maintain the car parks has increased by an estimated £3k and supply is limited. The increased budget is required to keep sufficient stock of the materials used to keep the car park in its current condition.
- 3.1.3 To meet this cost, a 3.1% increase in precepts is now proposed for 2018/19. This is in line with the latest CPI inflation figure for November 2017.
- 3.2 The budget position for 2018/19 detailed at **Annexe 1** is summarised below:-

	£'000
Grounds Maintenance	53
Keepers Hut	6
Staffing and central expenses	314
Derby Gypsy Caravan Site	6
Tattenham Corner Conveniences	21
Miscellaneous Income	(8)
Net Expenditure	392
Contribution from EEBC/EDR/TB	(392)
Budget Surplus	0

- 3.3 Net Expenditure is estimated at £391,590, this is £11,510 (3.0%) higher than the current year's budget.
- 3.4 A budget of £4,000 has been included in Grounds Maintenance for car park repairs.
 - 3.4.1 The costs of sourcing the road planings required to maintain the car parks has increased in recent years and this budget is required to keep sufficient stock of the materials used to keep the car park in its current condition.
 - 3.4.2 An alternative approach for future consideration would be to enhance the car parks using tarmac to repair the entrances. This would require a further estimated one-off contribution from the three preceptors of £30,000 (£18,000 from the Borough Council, £9,000 from Epsom Racecourse and £3,000 from the Training Board). Enhancing the car parks would also result in increased annual maintenance costs, requiring further increases in the precepts. Should the conservators wish to explore this approach, a further report will be brought forward at a future meeting.
- 3.5 Variations in income can be calculated at £3,900 for each 1% increase or decrease in contribution levels.

4 Repairs and Renewals Fund

- 4.1 The repairs and renewals fund balance was £35,860 as at 31 March 2017. This is forecast to be £30,860 at 31 March 2018 following the approved repairs to the water main near the Downskeepers' Hut on Epsom Downs.
- 4.2 The budget for 2018/19 allows for a contribution into this reserve of £4,700. This is considered prudent given the potential for future repairs at the car parks.

5 Financial and Manpower Implications

- 5.1 **Chief Finance Officer's comments:** All financial implications are reflected in the body of this report.

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

- 6.1 **Monitoring Officer's comments:** There are no legal implications directly arising from this report.

7 Risk Assessment

- 7.1 The working balance is approximately 13% of net expenditure which provides financial cover for unforeseen costs. Further withdrawals from the working balance will need to be carefully assessed to ensure sufficient funds are available to cover future unforeseen increases.

8 Conclusion and Proposal

8.1 The draft estimates have been based on a 3.1% increase in contributions.

8.2 It is proposed that:-

8.2.1 The budget for 2018/19 is approved as set out in the detailed estimates attached at **Annexe 1**.

8.2.2 Total contributions of £391,590 are approved and allocated 60% to Epsom and Ewell Borough Council, 30% to Epsom Racecourse and 10% to the Training Board

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

2016/17 ACTUAL		2017/18 BUDGET	2017/18 ACTUAL	Current Forecast 2017/18	Variences	2018/19 Estimates
£		£	£	£	£	£
	Grounds Maintenance					
890	Maintenance of Grounds	600	0	600	0	620
0	Maintenance of Notice Boards	0	0	0	0	0
0	Car Park Repairs	1,000	0	2,000	1,000	4,000
0	EWDC Grounds/Warren Woodland	11,100	0	0	-11,100	0
3,250	Tree Maintenance Schedule	4,180	0	4,180	0	3,250
0	Transport and Plant repairs & mntce.	1,000	0	200	-800	1,000
8,969	Fuel	9,000	6,785	8,235	-765	9,000
0	Spot hire of vehicles	1,000	2,380	2,380	1,380	1,000
0	Transport fleet recharge	0	1,801	1,801	1,801	0
2,400	Transport Insurance recharge	2,500	1,715	1,715	-785	1,770
2,657	Hire of paladins	2,560	0	2,560	0	2,560
0	Disposal of Waste	0	1,142	1,142	1,142	1,180
27,030	EWDC Grounds/Transport fleet SLA NJMC	28,000	0	28,000	0	28,840
45,196	Sub-Total	60,940	13,823	52,813	-8,127	53,220
	Keepers Hut					
0	Maintenance of grounds	0	32	32	32	0
0	Water main remedial works	0	6,500	6,500	6,500	0
1,513	Kier engineering and fab	1,240	733	1,240	0	1,300
0	Building and M&E maintenance	500	0	200	-300	500
1,430	Electricity	1,500	673	1,500	0	1,500
726	Rates	730	734	734	4	730
0	Purchase of bottled water	0	353	529	529	400
146	TV Licence	150	147	147	-3	150
0	General office expenses	160	0	50	-110	100
945	Insurance recharges	900	937	937	37	900
4,759	Sub-Total	5,180	10,109	11,869	6,689	5,580
	Central Expenses					
28,000	Additional pension contribution	30,000	0	30,000	0	30,900
1,500	Contribution to Repairs& Renewals Fund	1,500	-5,000	-5,000	-6,500	4,700
873	Clothing & uniforms	600	789	789	189	600
900	External Audit	1,000	-900	1,000	0	1,000
486	Conservation expenses	0	0	0	0	0
1,272	Miscellaneous Expenses	1,000	416	600	-400	1,000
2,084	General Office Expenses	2,000	0	500	-1,500	2,000
18,568	VAT payments	15,000	0	18,000	3,000	18,000
223,317	OS SLA recovery EWDC	226,440	226,440	226,440	0	226,440
27,548	Management costs SLA rec	28,150	28,150	28,150	0	28,150
1,155	Insurance	1,100	1,145	1,145	45	1,200
684	Internal audit	500	115	500	0	500
306,387	Sub-Total	307,290	251,155	302,124	-5,166	314,490
	Derby Gypsy Caravan Site					
5,530	Contract Payments	5,700	4,485	4,485	-1,215	5,500
5,530	Sub-Total	5,700	4,485	4,485	-1,215	5,500
	Tattenham Corner conveniences					
1,054	Vandalism Repairs	0	538	538	538	500
0	Asbestos Surveys	0	0	0	0	0
817	Kier Engineering and fabric recharges	670	396	670	0	700
48	Building and M&E maintenance	2,000	329	1,000	-1,000	2,000
10,677	Kier Cleaning contract recharges	10,070	5,173	10,070	0	10,370
1,509	Electricity	800	1,115	1,672	872	1,600
3,388	Business Rates	3,430	2,982	3,430	0	3,430
198	Water Charges	400	228	300	-100	400
1,575	Insurance recharges	1,600	1,666	1,666	66	1,700
19,266	Sub-Total	18,970	12,427	19,346	376	20,700
381,138	Gross Expenditure	398,080	291,999	390,637	-7,443	399,490
	Income:					
0	Other government grant income	-11,100	0	0	11,100	0
-3,535	Hire charges	-4,000	-4,085	-4,610	-610	-5,600
-1,839	Interest on Balances	-2,400	0	-2,400	0	-1,800
-1,040	Misc. income	-500	0	-500	0	-500
-6,414	Income	-18,000	-4,085	-7,510	10,490	-7,900
374,723	Net Expenditure	380,080	287,914	383,127	3,047	391,590
	Precepts:					
-222,770	Borough Council	-227,890	-227,890	-227,890	0	-234,960
-37,130	Training Board	-37,980	-37,980	-37,980	0	-39,160
-111,380	Epsom Racecourse	-113,940	-113,940	-113,940	0	-117,470
-371,280		-379,810	-379,810	-379,810	0	-391,590
3,443	Surplus (-) / Deficit in Year	270	-91,896	3,317	3,047	0
56,259	Balance b/fwd 1 April	52,816		52,816		49,499
52,816	Balance c/fwd 31 March	52,546		49,499		49,499

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EPSOM DOWNS RACING SEASON 2018

Report of the:	Clerk to the Conservators
Contact:	Tim Richardson
Annexes/Appendices (attached):	Annexe 1 – Fencing dates calendar
Other available papers (not attached):	Epsom and Walton Downs Regulation Act 1984 Epsom and Walton Downs Byelaws Epsom Downs Racing Season 2018 application letters Minutes of the meetings of the Epsom and Walton Downs Consultative Committee held on: 4 November 2002, 12 June 2010, 16 June 2015 and 28 September 2015

REPORT SUMMARY

This report informs the Conservators of dates for race meetings in 2018 and presents a request from Epsom Downs Racecourse for extensions to the periods permitted for fencing.

RECOMMENDATION (S)

- (1) That the Conservators note the dates of the 2018 racing season for Epsom Downs detailed in paragraph 1.1 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:**

Thursday 5 July (Evening)

Thursday 12 July (Evening)

Thursday 19 July (Evening)

Thursday 2 August (Evening)

Sunday 30 September

- (2) That the Conservators note that Epsom Downs Racecourse has applied to Surrey County Council for the temporary suspension of Footpath 50 as detailed in section 3 of this report.**

- (3) That the Conservators consider and determine an application from Epsom Downs Racecourse for consent under the Byelaw 2 (i) (a) to bring**

forward the start of the fencing period for the Upper Tattenham Enclosure and Lonsdale Enclosure for the Derby festival to 14 May 2017.

- (4) That the Conservators consider and determine an application from Epsom Downs Racecourse 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 of 13 – 20 June 2018.**

1 Introduction

1.1 Epsom Downs Racecourse has informed the Clerk of the dates of its race meetings in 2018. These are as follows:

- Wednesday 25 April
- Friday 1 June (Ladies' Day)
- Saturday 2 June (Derby Day)
- Thursday 5 July (Evening)
- Thursday 12 July (Evening)
- Thursday 19 July (Evening)
- Thursday 2 August (Evening)
- Monday 27 August (Bank Holiday)
- Tuesday 28 August
- Thursday 13 September
- Sunday 30 September

2 Applications for Evening and Sunday race meetings

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

2.2 Epsom Downs Racecourse requests the consent of the Conservators to the following race meetings (also listed above):

- Thursday 5 July (Evening)
- Thursday 12 July (Evening)
- Thursday 19 July (Evening)

- Thursday 2 August (Evening)
- Sunday 30 September

3 Application for temporary suspension of Footpath 50

- 3.1 Epsom Downs Racecourse has applied to Surrey County Council for the temporary suspension of Footpath 50 on 1 and 2 June, over the Derby period. This Footpath crosses the Racecourse Track near to the Princes Stand/Lonsdale Enclosure, and a similar suspension has been granted by the County Council for the past 3 years. Whilst this is a matter for consideration by the County Council, the Conservators are notified for their information.

4 Applications for racing-related fencing

- 4.1 Specific elements of the racing-related fencing applications submitted by Epsom Downs Racecourse require the Conservators' consideration: an application for the extension of the fencing period for the Upper Tattenham Enclosure for the Derby weekend, and applications for the extension of the fencing period for the Lonsdale Enclosure. The details of these applications are set out below.
- 4.2 Paragraph (4) (d) (i) of section 17 of the Act permits the Racecourse to erect fencing for the Upper Tattenham Enclosure, Lonsdale Enclosure (and other enclosures) 14 days prior to each race event, and requires its removal within 10 days after each race event, unless there is an overlap with the preparatory period for the next event. Fencing erected for the Enclosures outside these periods requires the consent of the Conservators under Byelaw 2 (i) (a).

5 Application for extension of the Upper Tattenham Enclosure fencing period

- 5.1 Epsom Downs Racecourse has requested permission for one extension to the fencing period for the Upper Tattenham Enclosure during the 2018 racing season. The requested extension is as follows:
- 5.1.1 A **4-day extension** to the set-up period for steel security fencing and turnstile blocks for the Upper Tattenham Enclosure between Monday 14 May – Thursday 17 May 2018. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 18 May 2018.

A similar extension to this was approved by the Conservators for 2017.

6 Application for extension of the Lonsdale Enclosure fencing period

- 6.1 Epsom Downs Racecourse has requested permission for two extensions to the fencing period for the Lonsdale Enclosure during the 2018 racing season. The requested extensions are as follows:

- 6.1.1 A **4-day extension** to the set-up period for steel security fencing and turnstile blocks for the Lonsdale Enclosure between Monday 14 May – Thursday 17 May 2018. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 18 May 2018.

A similar extension to this was approved by the Conservators for 2017.

- 6.1.2 An **8-day extension** to the fencing period for steel security fencing and turnstile blocks for the Lonsdale Enclosure **between Wednesday 13 June – Wednesday 20 June 2018**. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is required to remove this fencing on 13 June 2018, before it is permitted to re-install it on Thursday 21 June 2018.

A similar extension to this was approved by the Conservators for 2017.

7 Summary and calendar

- 7.1 A summary of the fencing extensions requested is included in the table below. A calendar of fencing dates is also attached as **Annexe 1** to this report.

Fencing location	Fencing extension requested	No. of days requested	Requested/granted in 2017?
Upper Tattenham Enc.	14 – 17 May	4 days	Yes. Granted.
Lonsdale Enc.	14 – 17 May	4 days	Yes. Granted.
Lonsdale Enc.	13-20 June	8 days	Yes. Granted.

8 Previous decisions

- 8.1 A fencing-period extension in advance of the Derby Festival has been requested by the Racecourse and granted by the Conservators for the past 16 years, following an initial application by the Racecourse in advance of the 2002 Derby Festival. This initial decision was made by the Conservators following advice from the Clerk that whilst the Act did not specifically empower them to vary the fencing period, as long as they acted within their general duty to protect the Downs and did not authorise any activity which would prevent the public from exercising their rights of access, they were not prohibited from considering it.
- 8.2 The Conservators have subsequently considered and approved similar extensions in each year they have been requested.

- 8.3 The Epsom and Walton Downs Consultative Committee has considered the fencing extensions granted by the Conservators at its meetings on 4 November 2002, 12 June 2010, 16 June 2015 and 28 September 2015. At the meeting of 28 September 2015 the Committee received a report inviting its views on the fencing extensions granted for 2015. In response to this invitation, one Member of the Committee expressed that they did not agree with the view that the Conservators had powers under the Act or Byelaws to approve fencing extensions. The view of the Council's officers with regard to the legal powers available to the Conservators is detailed in section 9 of this report, below.

9 Legal implications

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

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

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

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

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

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

- 9.4 **Monitoring Officer's comments:** All comments are detailed in the section above.

10 Financial and Manpower Implications

- 10.1 None for the purposes of this report.

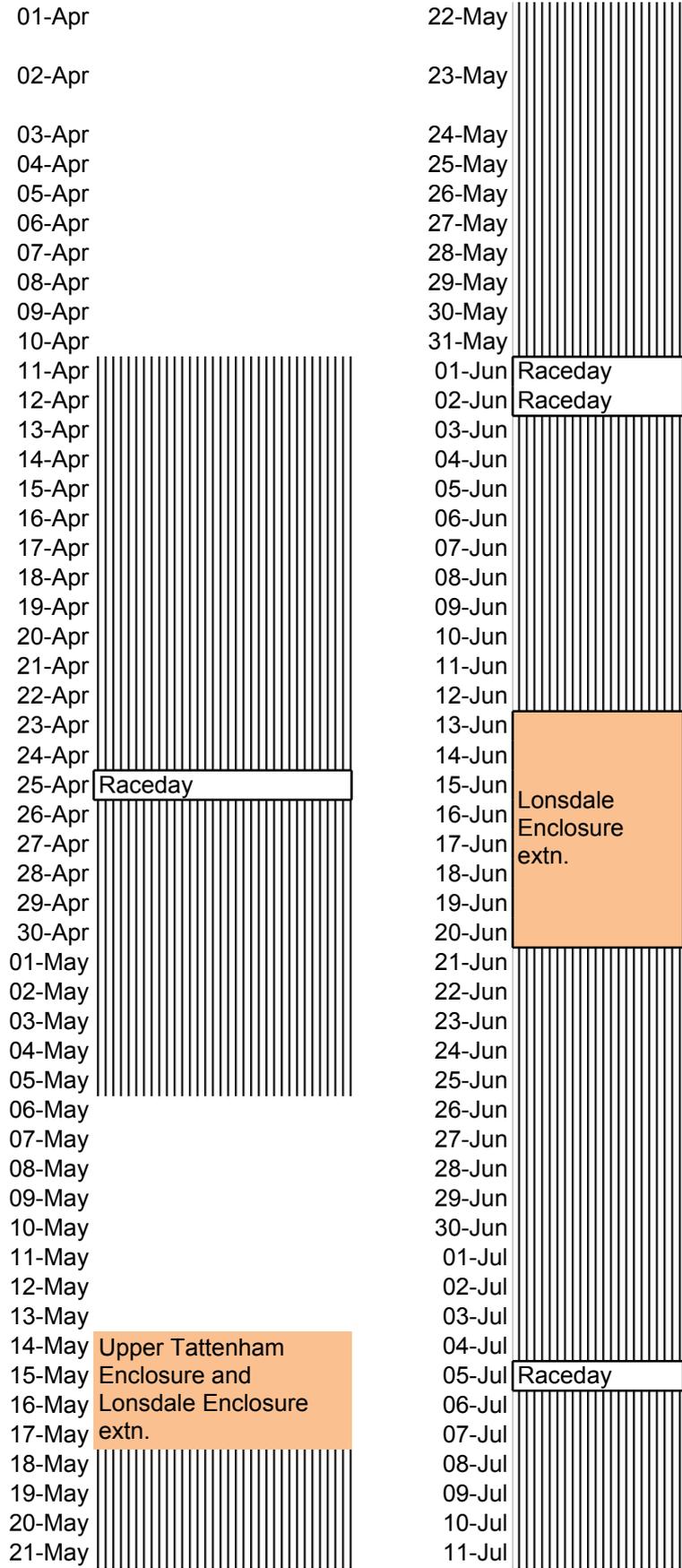
- 10.2 **Chief Finance Officer's comments:** None for the purposes of this report.

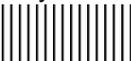
11 Conclusion and recommendations

11.1 The Conservators are requested to consider and determine the applications from Epsom Downs Racecourse for evening and Sunday race meetings, and the extension of the fencing period as detailed in sections 2, 5 and 6 of this report.

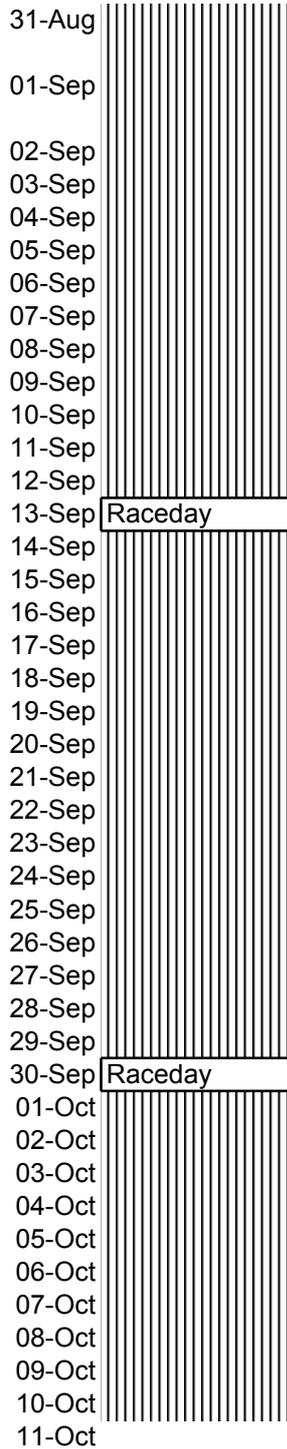
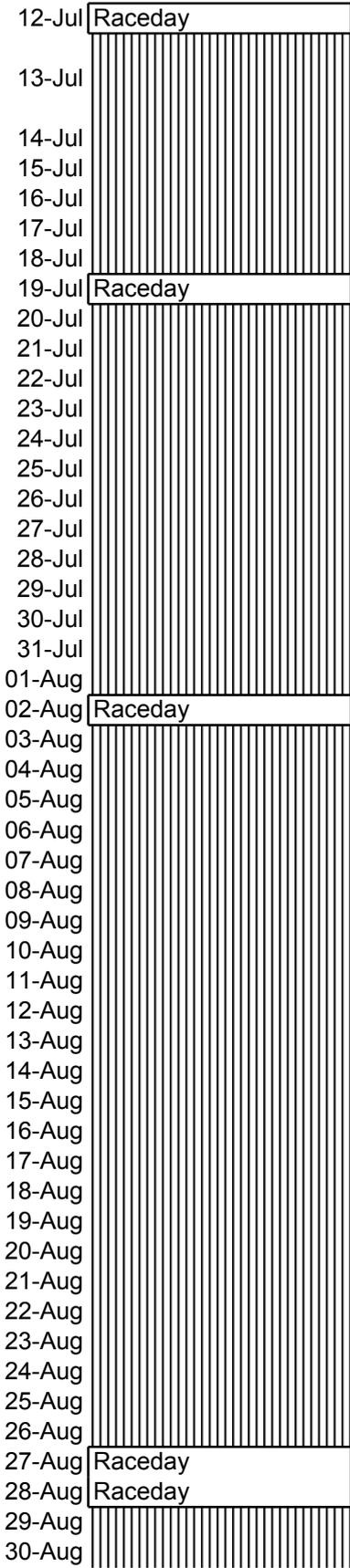
WARD(S) AFFECTED: College Ward; Woodcote Ward;

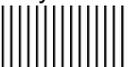
Epsom Racecourse fencing periods - 2018 race season



Key:
 = Fencing Period permitted by the Act
 = Fencing extension requested

AGENDA ITEM 9
ANNEXE 1



Key:
 = Fencing Period permitted by the Act
 = Fencing extension requested

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 22 January 2018.

RECOMMENDATION (S)

(1) That this report be noted.

Notes

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OUTSTANDING REFERENCES

Ref. of Item (Min. no / meeting date)	Title and nature of issue	Position at last meeting	Current position
19/04/2006	Signposting of the Downs	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 April 2018 meeting.
25/10/2010	Maintenance of sand track	In April 2016 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.	No response has been received from the Horserace Betting Levy Board.
4/10/2017 Minute 14	Review of fee for metal detecting licenses	A review of the fee for metal detecting licences for use on the Downs during the 2019 calendar year will be undertaken at the October 2018 meeting of the Conservators.	Report due in October 2018.
4/10/2017 Minute 14	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 2018 meeting of the Conservators.	Report due in October 2018.
4/10/2017 Minute 17 a)	Review of limits for events held on the Downs	A review of the maximum number of events permitted on the Downs will be presented to a future meeting of the Conservators.	Report due in April 2018.
4/10/2017 Minute 17 (2)	Review of fees for events on the Downs	A review of the fees and charges for Events on the Downs will be undertaken at the October 2018 meeting of the Conservators.	Report due in October 2018.

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