

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 8 October 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 on 18 June 2018 (attached) and to authorise the Chairman to sign them.

2. MATTERS ARISING FROM THE PREVIOUS MEETING (Pages 11 - 12)

This report presents an update on issues raised at previous meetings.

3. ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB) (Pages 13 - 16)

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

4. REPORT OF THE HEAD DOWNSKEEPER (Pages 17 - 18)

To receive the report of the Head Downskeeper.

5. PROPOSED EVENTS ON EPSOM DOWNS (Pages 19 - 40)

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

6. REVIEW OF FEES AND CHARGES (Pages 41 - 50)

This report details a review of the Fees and Charges for Events on the Downs, Metal Detecting Licences and Memorial Items.

7. RURAL DEVELOPMENT GROWTH PROGRAMME FOR ENGLAND APPLICATION FOR FUNDING (Pages 51 - 58)

An expression of interest for EU rural funding to support the development of visitor signage and appropriate visitor infrastructure on Epsom & Walton Downs has been successful. The next step is to consider submission of a full application, for up to £142,500 of EU funding. To do this there would be a requirement for local match funding of £7,500 private sector funding and up to a maximum of £20,000 from the Conservators in 2019/20 for revenue costs.

The report also seeks a budget of £6,300 in 2018/19 to support the development and submission of a full application by early 2019.

8. MID-YEAR BUDGET MONITORING REPORT (Pages 59 - 66)

This item reports on the income and expenditure as at 31 August 2018 and seeks guidance on the preparation of the budget and precept for 2019/20. It also provides an updated Risk Register for 2018/19.

9. EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE (Pages 67 - 72)

To consider any issues arising from the meeting of the Epsom and Walton Downs Consultative Committee held on 17 September 2018.

10. DATE OF MEETINGS IN 2019 (Pages 73 - 74)

The Conservators are requested to agree the dates of their normal meetings to be held in 2019.

11. FORWARD PLAN FOR CONSERVATORS' ITEMS (Pages 75 - 78)

This report set out a list of anticipated reports to be considered by the Conservators and the meeting to which it is intended the matters be reported.

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 18 June 2018**

PRESENT -

Councillor Liz Frost (Chairman); Simon Durrant (Epsom Downs Racecourse) (Vice-Chairman); Councillor Lucie Dallen (Items 07 - 11 only), Simon Dow (Horserace Betting Levy Board), Councillor Jan Mason, Nigel Whybrow (Epsom Downs Racecourse) and Councillor Clive Woodbridge.

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

Absent: Councillor Rekha Bansil, Andrew Cooper (Epsom Downs Racecourse) and Councillor Robert Foote

Officers present: Kathryn Beldon (Clerk to the Conservators), Ian Dyer (Head of Operational Services), Amardip Healy (Chief Legal Officer), Sam Beak (Downs Manager), Brendan Bradley (Chief Accountant) (Items 01 - 07 only) and Tim Richardson (Democratic Services Officer)

1 APPOINTMENT OF CHAIRMAN

It was resolved that Councillor Liz Frost be appointed Chairman of the Conservators to hold office until the first meeting of the Conservators held after the Annual Meeting of the Borough Council in May 2019.

2 APPOINTMENT OF VICE-CHAIRMAN

It was resolved that Mr Simon Durrant be appointed Vice-Chairman of the Conservators to hold office until the first meeting of the Conservators held after the Annual Meeting of the Borough Council in May 2019.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Conservators held on 16 April 2018 were agreed as a true record and signed by the Chairman.

4 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 following matter was considered:

- a) **Maintenance of hack sand track, foot of Walton Downs.** The Horserace Betting Levy Board (HBLB) had confirmed that it was in discussions with the Jockey Club and Epsom Downs Riders Association with regard to the issues and obligations surrounding the hack sand track.

The Conservators were informed that it was hoped that the matter would be resolved prior to the transfer of functions from the HBLB to the Gambling Commission, later this year.

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

The Conservators received a verbal report on items of interest discussed by the TGMB. The TGMB had last met on 11 June 2018. The Conservators were informed of the following items:

- a) **Number of horses in training and winners.** The number of racehorses in training on the Downs was similar to 2017 numbers. The number of winners had slightly increased, but the prize money had reduced due to an Epsom Trainer winning a high value overseas race in 2017.
- b) **Button for equestrian crossing near the Queens Stand.** The TGMB was pleased that a new larger button for this crossing had been installed by Surrey County Council.
- c) **Racing Welfare properties.** The Racing Welfare properties were being brought up to standard and would be habitable soon.
- d) **Hatched area, foot of Walton Downs.** This area had been opened again for use by hack riders.

6 ORDER OF BUSINESS AT THIS MEETING

The Chairman informed the Committee that the business of the meeting would be reordered, with Item 9 of the agenda (Final Accounts 2017/18) considered prior to Item 6 (Report of the Head Downskeeper).

7 FINAL ACCOUNTS 2017/18

The Conservators received a report providing the final accounts for the financial year 2017/18 and the financial position as at 31 March 2018.

Expenditure exceeded income by £3,230, leading to a reduction in the working balance of the same amount. A working balance of £49,585 had been carried forward to the 2018/19 financial year, in addition to a repairs and renewals fund of £31,057.

The Conservators were informed that the electricity charge for the Tattenham Corner conveniences (listed on page 56 of the agenda) had been queried with the service provider. It had been confirmed to be an overbilling, and the excess amount would be credited to the Conservators account.

Following consideration, the Conservators:

- (1) Agreed that the final accounts for 2017/18 be received, subject to external audit.
- (2) Approved the Annual Governance Statement as set out in section 1 of Annex 3 to the report.
- (3) Considered and approved the Accounting Statements as set out in section 2 of Annex 3 to the report.
- (4) Confirmed that the arrangements for the internal audit as set out in the report were effective for auditing purposes.
- (5) Agreed that the Chairman and Clerk be authorised to sign the Annual Governance Statement and the Accounting Statements on behalf of the Conservators.

8 REPORT OF THE HEAD DOWNSKEEPER

The Conservators received a report of the Head Downskeeper which provided updates on the Derby period and informed the Conservators that an article detailing 'a morning in the life of a Downskeeper', the Epsom and Walton Downs Regulation Act 1984 and control of dogs on the Downs would be included in the next issue of Borough Insight magazine.

It was noted that there had been a number of unauthorised traveller encampments within the Borough in the period directly prior to the Derby Festival. The Head of Operational Services informed the meeting that Council officers had visited each of these camps to inform them that the authorised Derby gypsy and traveller site had opened, once it had done so.

Following consideration, the Conservators noted the report of the Head Downskeeper.

9 MATTERS ARISING FROM THE DERBY RACE MEETING

The Vice-Chairman provided the Conservators with a verbal report on this year's Derby Festival. The following matters were detailed:

- a) **Pre-event planning and support from partner bodies.** The preparations for the Derby festival had gone very well and the Vice-Chairman informed the Conservators that Epsom Downs Racecourse wished to express its thanks to all partner bodies and organisations, and in particular Sussex and Surrey Police, for their work and support over the whole Derby period.
- b) **Success of Derby festival.** Overall admission numbers had been up on those achieved in 2017, and both Ladies Day and Derby Day had been very successful.

- c) **Use of the Hill on Derby Day.** The existing sponsorship arrangements for the Hill had ended and the Racecourse would consider how best to approach this in future. The Racecourse was pleased at the success and support shown for its Family Enclosure on the Hill and would continue to build upon this in 2019. Aerial photography of this year's Festival had shown that numbers on the Hill were good.
- d) **Post Derby Cleanup.** This year's post Derby cleanup had been very successful, with no significant issues having been reported.

10 PARKING ON LAND IN FRONT OF DERBY ARMS

The Conservators received a report seeking consideration of Epsom Downs Racecourse's request for permission for car parking on car parks known as Car Park 2 and 6 on the Downs, outside their previously permitted usage.

Annex 2 to the report provided a map which identified Car Parks 2 and 6. The map showed that Car Park 2 had two sections, one of which was to the south of Ashley Road, the other was to the north of Ashley Road. The Conservators were informed that the Racecourse no longer wished to seek permission to use the section of Car Park 2 to the north of Ashley Road as an element of this application. The Conservators were therefore requested to only consider the use of Car Park 2 to the south of Ashley Road and Car Park 6 for the purposes of this application.

The following matters were considered:

- a) **Consultation responses.** The Conservators noted the responses received to the public consultation on the proposal, including submissions made via the internet based consultation form and separate correspondence from the Epsom Civic Society and British Horse Society. The Officers' comments on the issues raised in the responses was also noted.
- b) **Concerns of Racehorse trainers.** Simon Dow informed the meeting that the use of the section of Car Park 2 to the South of Ashley Road could lead to potential difficulties and risk to racehorses travelling through the area to/from stables. The Conservators considered that if approval were to be granted to the Racecourse's request, condition (ii) detailed on page 20 of the agenda could be amended to include a reference to racehorses in training.
- c) **Circumstances for use of Car Parks 2 and 6.** The Vice-Chairman informed the Conservators that the Racecourse would only make use of Car Parks 2 and 6 if its existing car park facility had reached capacity.
- d) **Agreement of a management plan for use of Car Parks 2 and 6.** The Conservators considered that if approval were to be granted to the Racecourse's request, a management plan would be required as detailed in condition (iii) on page 20 of the agenda. This would be produced by the Racecourse and agreed with Officers of the Council.

- e) **Controls on unauthorised usage.** The Conservators were informed that a metal pole restricted access to Car Park 6 on dates on which it was not being used for authorised parking.
- f) **Limit on level of usage.** The Conservators considered that if approval were to be granted to the Racecourse's request it should be limited to a maximum of 40 uses per year, with each use of each Car Park counting toward the total. This level was in line with the informal usage which the Racecourse had made of the areas over the past year.
- g) **Length of approval period and review of decision.** The Conservators considered that if approval were to be granted to the Racecourse's request it should be for a period of one year, and reviewed prior to further approval being considered.

Following consideration, the Conservators resolved:

- (1) To approve Epsom Downs Racecourse's application to use the areas identified on the Plan attached at Annex 2 to the report known as Car Park 2 (south of Ashley Road) and 6 for further car parking use subject to the following conditions:
 - (i) limit the use of Car Park 2 (south of Ashley Road) and 6 jointly to no more than 40 days a year (which is exclusive of existing permitted user rights);
 - (ii) to identify and make available suitable paths to enable use for racehorses in training/hack riding/pedestrians to continue when Car Park 2 (south of Ashley Road) and 6 are in use for an event falling within (i) above;
 - (iii) the Racecourse produce an agreed management plan for the management of the car parks, which is then implemented, to ensure compliance with proposed conditions and restrictions, with the rights of inspection of such plan given to officers of the Council.
 - (iv) the approval granted is for one year.

11 HACK RIDING MAP

The Conservators received a report presenting a new Hack Riding information map to assist in educating horse riders on where to ride on Epsom and Walton Downs.

The following matter was considered:

- a) **Map key for hatched area at the foot of Walton Downs for hack riding.** The Conservators identified that the key to the map did not explain how hack riders would know whether they were permitted to use the hatched area at the foot of Walton Downs or not, only that it was at the discretion of the Training Grounds Management Board. It was requested

that the map be amended to inform users that a sign located at the hatched area would display whether it was open for use or not.

Following consideration, the Conservators:

- (1) Approved the new Hack Riding Map subject to an amendment being made to inform riders that a sign at the hatched area at the foot of Walton Downs would display whether it could be used.
- (2) Granted permission to publish the map on the website and for the map to be used to produce a hack riding leaflet, in consultation with the Downskeepers, Gallops staff and Hack Riding representatives.

In granting this approval the Conservators expressed their thanks to officers for their work to produce the map, and noted that it would also be distributed to local hack riding stables.

12 FORWARD PLAN FOR CONSERVATORS' ITEMS

The Conservators received a report setting out a list of anticipated reports to be considered over the next year.

Following consideration, the Conservators:

- (1) Noted the forward plan for items.

The meeting began at 6.00 pm and ended at 7.11 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

MATTERS ARISING FROM THE PREVIOUS MEETING

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): None
Other available papers (not attached): none

Report summary

This report presents an update on issues raised at previous meetings.

Recommendation (s)

(1) That the Conservators note the current situation on issues raised previously.

1 Maintenance of the hack sand track, foot of Walton Downs

- 1.1 Following concerns around maintenance of the hack stand track, the Council on behalf of the Conservators wrote to the Horse Betting Levy Board in March 2017. This was followed by in September 2017. Neither letter was responded to.
- 1.2 Emails were then sent in March 2018 to the Board for a response to the letters of March and September 2017. In April 2018 the Board responded that following meetings with the Jockey Club and Epsom Downs Riders Association, they should be in a position respond thereafter.
- 1.3 In May 2018 the Board confirmed they were still continuing with their investigation of the issues.
- 1.4 In June 2018 the Council requested an update, the Board confirmed that they were still looking at matters and confirmed they were committed to a resolution.
- 1.5 At the September 2018 meeting of the Epsom & Walton Downs Consultative Committee, a representative raised serious concerns about the state of the track. Another member of the Committee confirmed that he had been in contact with relevant ministers and assurances were given about resolving matters before the Board was disbanded.

- 1.6 By way of background, the Horserace Betting Levy Board is a small arm's length body of the Department of Digital, Culture, Media & Sport. Following reforms, it has been agreed that the functions of the Horse Betting Levy Board will be absorbed by Gambling Commission and by the Racing Authority. It is hoped that the new arrangements will be in place no later than April 2019.
- 1.7 In September 2018, the Council requested a further update and drew attention to the concerns being raised by both stakeholders and users of the track. A response is awaited.

Ward(s) Affected: College Ward; Woodcote Ward;

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

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): Annex 1 - Signed Map, Epsom and Walton
Downs Regulation Act 1984
**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.

Recommendation (s)

- (1) That the Conservators receive and note an update on items considered at recent meetings of the Epsom and Walton Downs Training Grounds Management Board.**

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

- 1.1 The Chairman of the Conservators and Training Grounds Manager (Mr Nigel Whybrow) have provided the following report on items considered at recent meetings of the Training Grounds Management Board (TGMB), for the Conservators' information. The TGMB last met on 18 September 2018.

2 Refurbishment of Racing Welfare properties.

- 2.1 The two houses owned by Racing Welfare that are uninhabitable are being repaired and refurbished to provide much needed accommodation.

3 Number of horses in training and winners.

- 3.1 After a good start to the year, the number of horses in training is slightly below forecast. However, the number of winners is higher.

4 Closure of 'hatched area' to hack riders.

- 4.1 The 'hatched area' located on the southern edge of Walton Downs (as detailed on the Signed Map for the Downs under the Epsom and Walton Downs Regulation Act 1984 – see **Annex 1**) is currently closed to hack riders because of the state of the ground.

5 Langley Vale Woods car park.

- 5.1 The TGMB expressed concern about the proposed arrangements for accessing the Langley Vale Woods car park as it may have a serious impact on horses coming to the training grounds from the south.

6 Vision for Epsom

- 6.1 Work continues on the TGMB's Vision for Epsom.

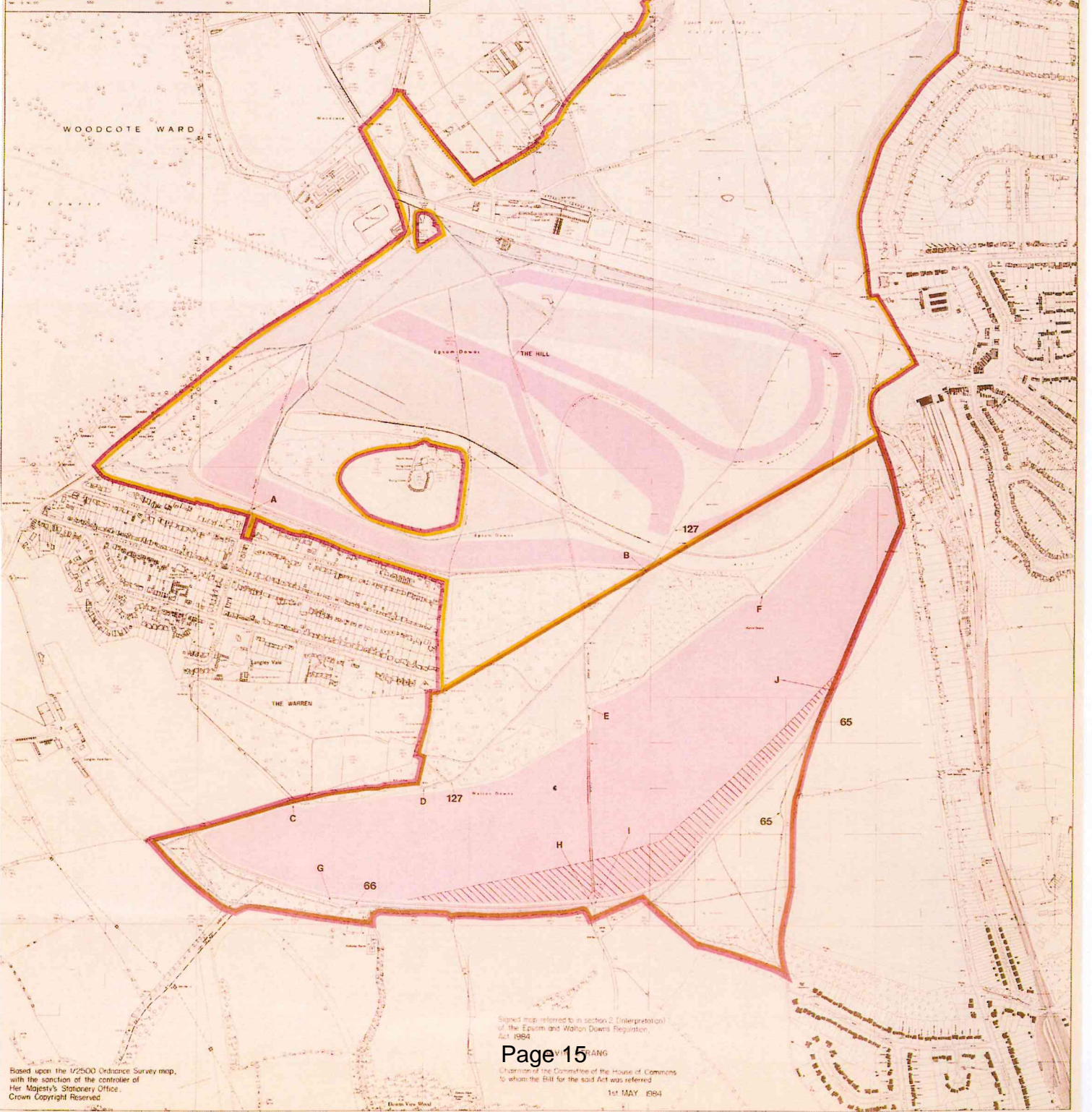
Ward(s) Affected: College Ward; Woodcote Ward;

EPSOM AND WALTON DOWNS REGULATION
SIGNED MAP
COUNTY OF SURREY
BOROUGH OF EPSOM AND EWELL

The Downs boundary line
 Epsom Downs boundary line
 Walton Downs boundary line
 Hack Areas
 Hack Areas
 Areas for training horses & maintaining gallops
 Hack Areas and the Epsom Downs boundary line where the boundary line is shown covering the Hack Areas
 Part of Walton Downs in which riding is permitted other than if in the opinion of the Training Grounds Management Board otherwise allow



Scale 1:2500



Signed map referred to in section 2 (Interpretation) of the Epsom and Walton Downs Regulation, Act 1984

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REPORT OF THE HEAD DOWNSKEEPER

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): None
Other available papers (not attached): None

Report summary

To receive the report of the Head Downskeeper.

Recommendation (s)

(1) To note the report

1 Conservation work on Juniper Hill

- 1.1 The Downskeepers have recently been carrying out conservation work on Juniper Hill in conjunction with the Lower Mole Project, Epsom & Ewell's Countryside Team and volunteers.
- 1.2 This work has included the removal of secondary woodland to expose and restore more of the chalk grassland and general scrub in line with the Habitat Management Plan.
- 1.3 Juniper Hill is one of the country's most significant areas of chalk grassland and is nationally recognised as a UK priority habitat.

2 Race Meetings and Events

- 2.1 There have been several race meetings since the Derby all of which ran smoothly with no issues reported.
- 2.2 The Trainer's Open Day was deemed a success with over 100 visitors in attendance.
- 2.3 The Gallops' Manager conveyed his thanks to the Downskeeper's for their support and assistance on the day.

3 Winter Work Programme

- 3.1 The Downskeepers are now working on drawing up the winter work programme, which will focus on continuing work from last winter to clear the scrub along the hack ride at the top of Rifle Butts Alley.

4 The Hack Riding Map

- 4.1 Following the circulation of the Hack Riding Map at the last meeting of the Conservators, a number of comments were made on the draft map. Some of these changes have now been included and the leaflet and map is in the final stages of production and will be ready to be distributed to local livery stables and users by the end of October. A copy will also be available on Epsom & Ewell Borough Council's website.

Ward(s) Affected: College Ward; Woodcote Ward;

PROPOSED EVENTS ON EPSOM DOWNS

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): **Annex 1** – Event route maps
Annex 2 – Calendar of events for 2018-19 and 2019-20

Other available papers (not attached):

- Event Management Strategy agreed on 27 June 2011
- Charging Policy for Events agreed on 28 June 2012
- Review of Events on the Downs agreed on 23 January 2014
- Review of Fees and Charges for Events on the Downs January 2017
- Proposed Events on Epsom Downs 16 April 2018 which included a review of the maximum number of events under each category per financial year

Report summary

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

Recommendation (s)

(1) That the Conservators consider the following proposals to hold events on the Downs:

- Serbia's Forgotten Paws Charity Dog Walk (Wednesday 31 Oct 2018)
- Surrey Mens Cross Country League (Saturday 10 November 2018)
- Epsom & Ewell Harriers Boxing Day running event (Wednesday 26 Dec 2018)
- The 80th Pioneer Run for Veteran Motorcycles (Sunday 24 March 2019)
- First Stride Events Ltd (Sundays 30 Mar, 10 Nov 2019)

- **Rotary Club of Banstead Sponsored Walk (Sunday 5 May 2019)**
- **Round the Borough Bike (Sunday 12 May 2019)**
- **Cancer Research UK: Race For Life (Sunday 23 June 2019)**
- **Round the Borough Hike (Saturday 7 Sept 2019)**
- **Alzheimer’s Society (Sunday 8 Sept 2019)**

and decide whether they wish to grant approval for these events.

- (2) **That the Conservators note the Calendar of Events for 2018/19.**
- (3) **That the Conservators note the fees and charges to be applied to each event subject to the event being approved.**

1 Event Applications

- 1.1 Applications have been received from ten groups/organisations for events on the Downs. Route maps for each of these events are included at **Annex 1**, and an event calendar for 2018-19 is included at **Annex 2**.
- 1.2 All applications except one, Serbia’s Forgotten Paws Charity Dog Walk, have been made by organisations which have run the same or similar events in previous years. The table below details all of the above events.

Event	Organiser	Date	Time	No. of participants	Category of event	No. of years held on the Downs
Charity Dog Walk	Serbia’s Forgotten Paws	Wednesday 31 Oct 2018	18.00 – 20.00	100	A	O
Running Event	Surrey Cross Country League	Saturday 10 Nov 2018	12.30 – 17.00	400	B	10+
Running Event	Epsom & Ewell Harriers	Wednesday 26 Dec 2018	11.15 – 12.00	25	U	50
80 th Pioneer Run	Sunbeam Motor Cycle Club	Sunday 24 Mar 2019	06.00 – 11.00	300	S	79

5km & 10km Running Race	First Stride Events	Sunday 30 Mar 2019	09.30 – 13.00	300	B	2
Easter Church Service	North Cheam Baptist Church	Sunday 21 April 2019	06.45 – 07.45	150	U	30+
Sponsored Walk	Rotary Club of Banstead	Sunday 5 May 2019	07.30 - 16.00	65	A	22+
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 12 May 2019	10.00 – 15.00	150-200	B	6
Race for Life	Cancer Research UK	Sunday 23 June 2019	05.00 – 16.00	Up to 2400	D	10+
Round the Borough Hike	Epsom & Ewell Borough Council	Saturday 7 Sept 2019	12.00 – 15.00	100	A	7
Memory Walk	Alzheimer's Society	Sunday 8 Sept 2019	07.00 – 17.00	2000-3000	D	1
5km & 10km Running Race	First Stride Events	Sunday 10 Nov 2019	09.30 – 13.00	300	B	2

1.3 The Serbia's Forgotten Paws Charity Walk, The Rotary Club of Banstead's Sponsored Walk and the Round the Borough Hike events are expected to have very little if any impact on the Downs and other users of the Downs, and so have been rated as category A.

1.4 The Surrey Mens Cross Country League, First Stride 5km & 10km running events and the Round the Borough Bike event attract higher numbers of participants but again, are not expected to have much of an impact on the Downs and other users of the Downs and so they have been rated as category B.

- 1.5 The Cancer Research UK's Race for Life and the Alzheimer's Society Memory Walk events are expected to attract a significantly large number of participants and spectators and so have been rated as category D. Both events have previously run smoothly on the Downs and the organisers are very proactive to ensure minimal disruption to other users on the Downs.
- 1.6 The Epsom & Ewell Harrier's Boxing Day event involves such low numbers that little disruption is expected and so the event has been rated as category U. The North Cheam Baptist Church Easter Service has also been rated U due to it taking place in Grandstand Road car park early in the morning and so is likely to have little disruption to other users on the Downs.
- 1.7 The Pioneer Run has been rated as category S as it takes place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators. The event does however use car parks on the Downs and is subject to a hire charge.
- 1.8 The organisers of all approved events are reminded of the importance of staying on designated paths and not straying onto Training Grounds.
- 1.9 All organisations have provided the necessary paperwork, which includes copies of their public liability insurance and risk assessments.

2 Calendar of events

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

Category	No of Events currently approved April 2018 – March 2019	No of Events waiting to be approved April 2018 – March 2019	Total no. of events if approved	Suggested Limit
A	7	1	8	10
B	3	2	5	10
C	2	0	2	5
D	2	0	2	On Application
S	0	1	1	On Application
U	2	1	3	On Application

Category	No of Events currently approved April 2019 – March 2020	No of Events waiting to be approved April 2019 – March 2020	Total no. of events if approved	Suggested Limit
A	0	2	2	10
B	0	2	2	10
C	0	0	0	5
D	0	2	2	On Application
S	0	0	0	On Application
U	0	1	1	On Application

2.3 At the meeting on 18 January 2017, the Conservators reviewed and updated the charging policy for events on the Downs.

2.4 For the purposes of this report, eight of the twelve events would be subject to a hire charge and refundable reinstatement bond for the events detailed in the applications. The Boxing Day running event and the Round the Borough Bike and Hike events will not be subject to any charge.

2.5 In accordance with the fees and charges policy, the table below illustrates how the charges will be applied.

Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Charity Dog Walk	Wednesday 31 Oct 2018	100	A	75	25
Surrey Mens Cross Country League Race	Saturday 10 Nov 2018	400	B	300	30
Boxing Day Running Event	Wednesday 26 Dec 2018	25	U	N/A	N/A
80 th Pioneer Run	Sunday 24 Mar 2019	300	S	150	25
5km & 10km Running Race	Sunday 30 Mar 2019	300	B	450	45
Easter Service	Sunday 21 April 2019	150	U	N/A	N/A
Sponsored Walk	Sunday 5 May 2019	65	A	51	25
Round the Borough Bike	Sunday 12 May 2019	150-200	B	N/A	N/A
Race for Life	Sunday 23 June 2019	Up to 2400	D	1800	180
Round the Borough Hike	Saturday 7 Sept 2019	100	A	N/A	N/A
Memory Walk	Sunday 8 Sept 2019	2000-3000	D	1500- 2250	150-225
5km & 10km Running Race	Sunday 10 Nov 2019	300	B	450	45

3 Financial and Manpower Implications

3.1 None for the purposes of this report.

3.2 **Chief Finance Officer's comments:** The current forecast of income from hire charges for 2018/19 is based on events approved prior to this report. Any additional events approved will result in a small increase to income (up to £675). The final accounts for 2018/19 will be reported in June 2019.

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

4.1 All applicants are required to complete a hirer agreement at the time of application. If an application is approved it is subject to the terms and conditions of hire.

4.2 **Monitoring Officer's comments:** None arising from the contents 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 Each event on Epsom & Walton Downs is requested to submit a risk assessment and public liability documents when applying.

7.2 With every event there is a risk of damage to the Downs. All event organisers are made aware of the restrictions to their event routes and are informed not to stray from the paths. A reinstatement bond is collected to cover the cost of damage caused by the event.

8 Conclusion and Recommendations

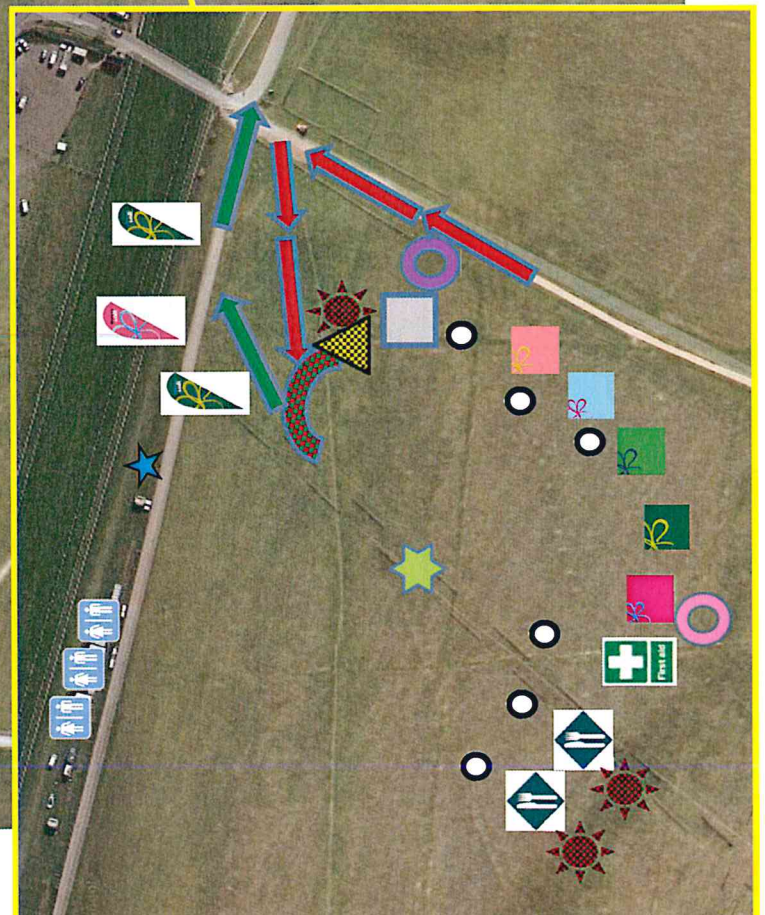
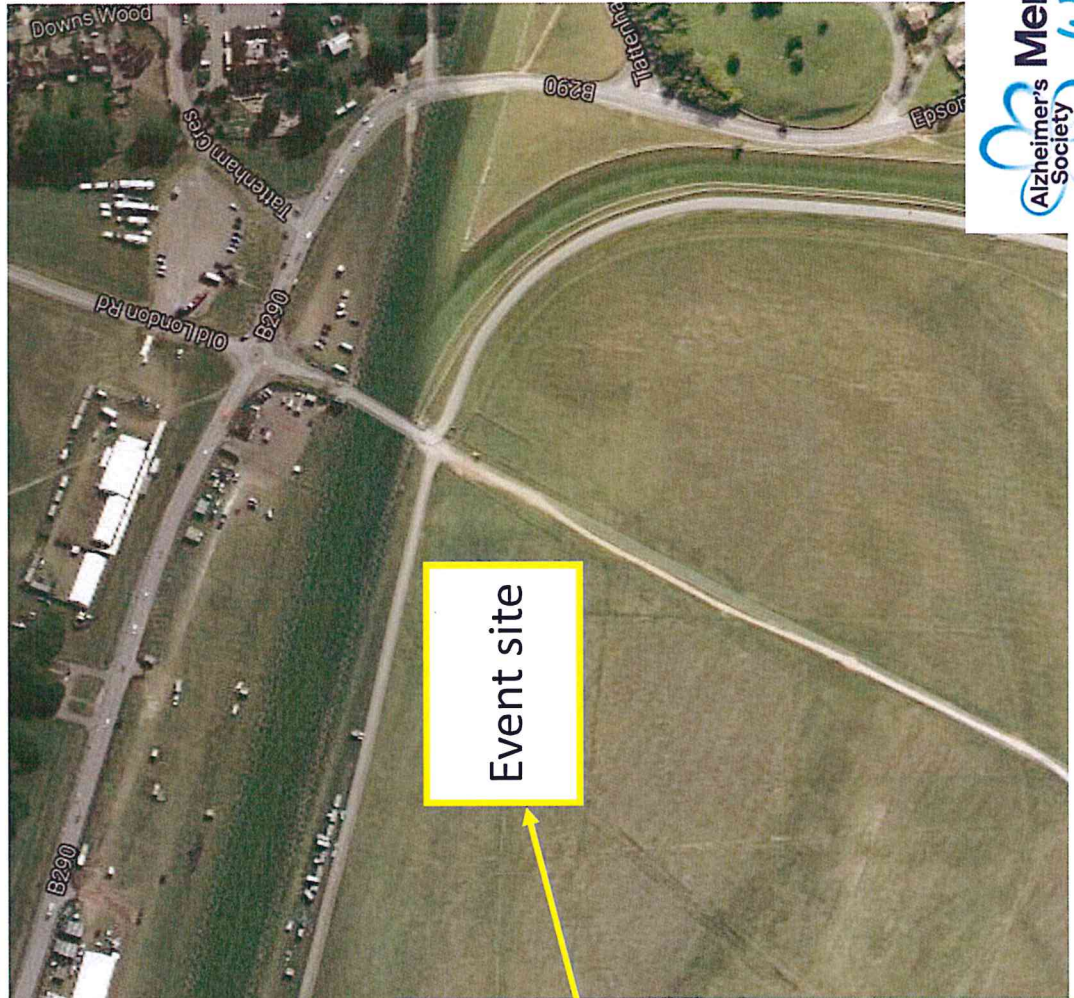
8.1 The Conservators are asked to consider the full event applications that have been received and to note the 2018/2019 & 2019/2020 Calendar of Events as at **Annex 2**.

8.2 The Conservators are asked to note the charges to be applied to each event subject to approval being granted.

Ward(s) Affected: College Ward; Woodcote Ward;

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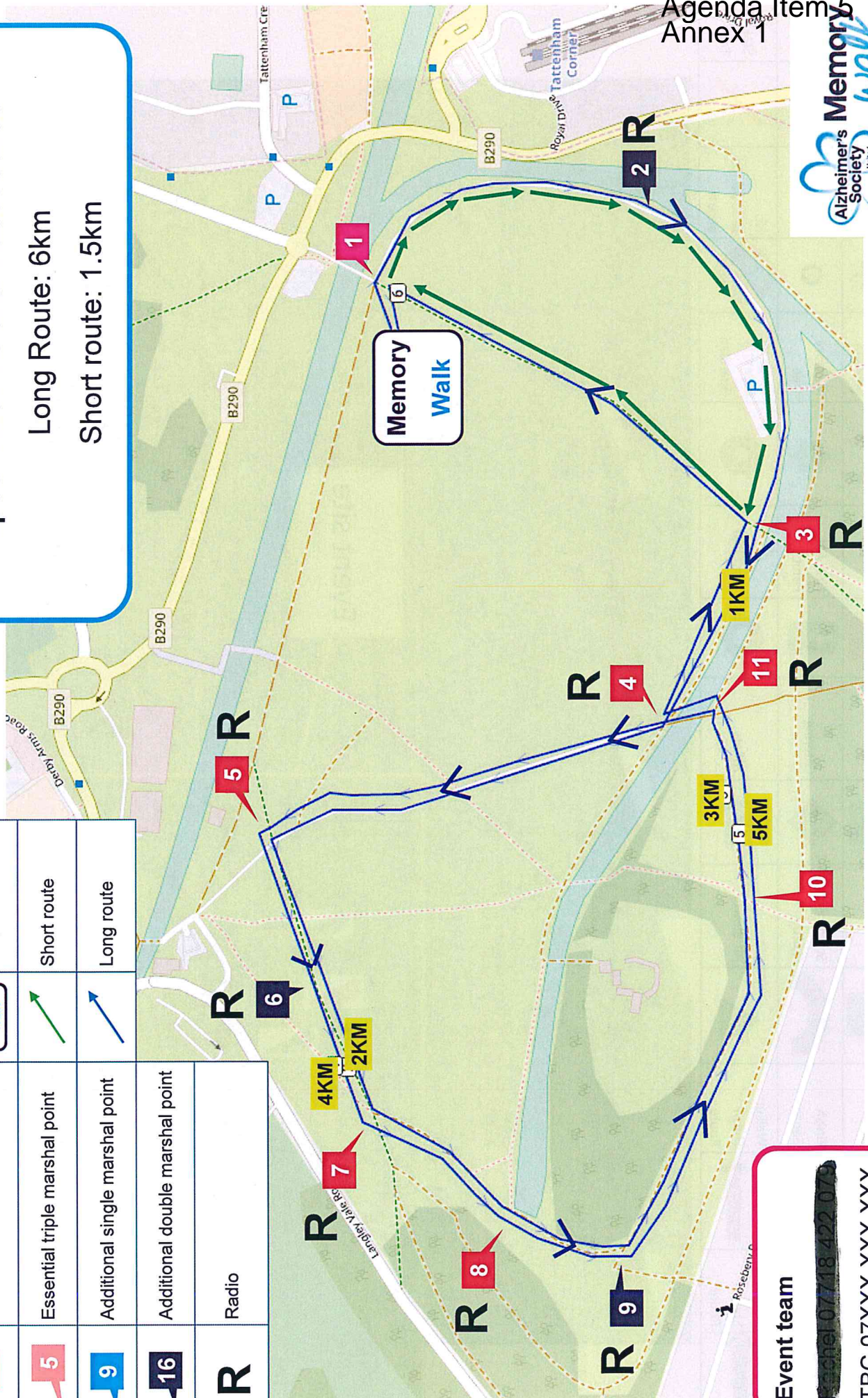
			Volunteers Gazebo			Walker Start Route
			Lottery			Walker Finish Route
			Information			Air Blower
			Merch			Toilets
			MemTags			Lost Child
			Flying Banners			Parent/Guardian
			Power			No Ambulance access
			Stage			Refuse storage
			Refuse storage			Stake & Tape





**Epsom Memory Walk,
Epsom Downs and Racecourse**
Long Route: 6km
Short route: 1.5km

1	Essential single marshal point	1KM	Kilometre marker
17	Essential double marshal point	Memory Walk	Walk village
5	Essential triple marshal point	Green arrow	Short route
9	Additional single marshal point	Blue arrow	Long route
16	Additional double marshal point		
R	Radio		

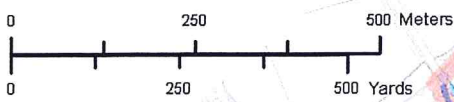


Event team
[Redacted]
TBC 07XXXX XXX XXX

Horse Crossing

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

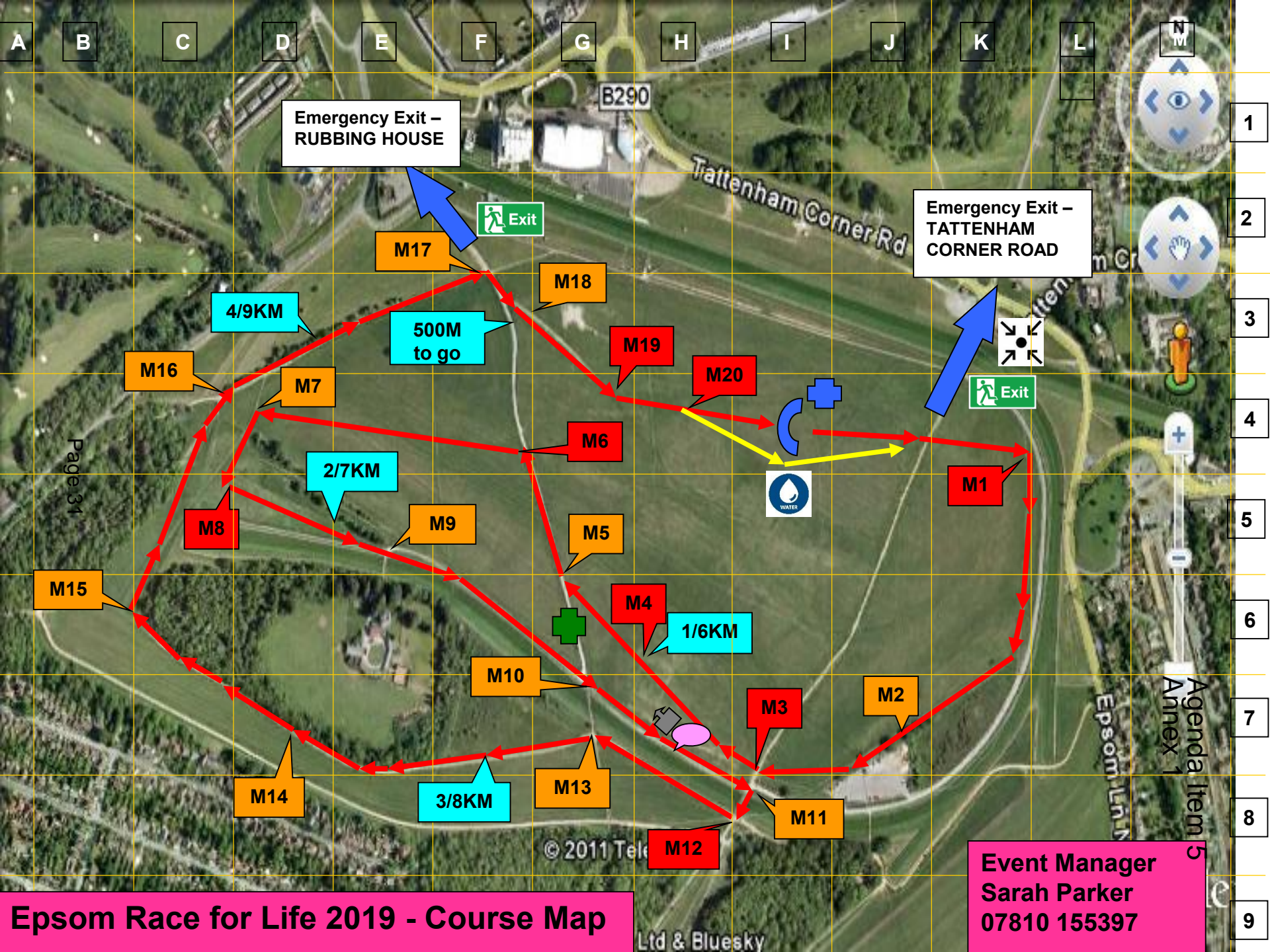
Route of event



Epsom Downs 5K Route
















The route will remain the same as the events in 2017 and 2018, with the start and finish point/race HQ along the stretch from Tattenham Corner to the Grand Stand.





Epsom Race for Life 2019 - Course Map

Event Manager
Sarah Parker
07810 155397

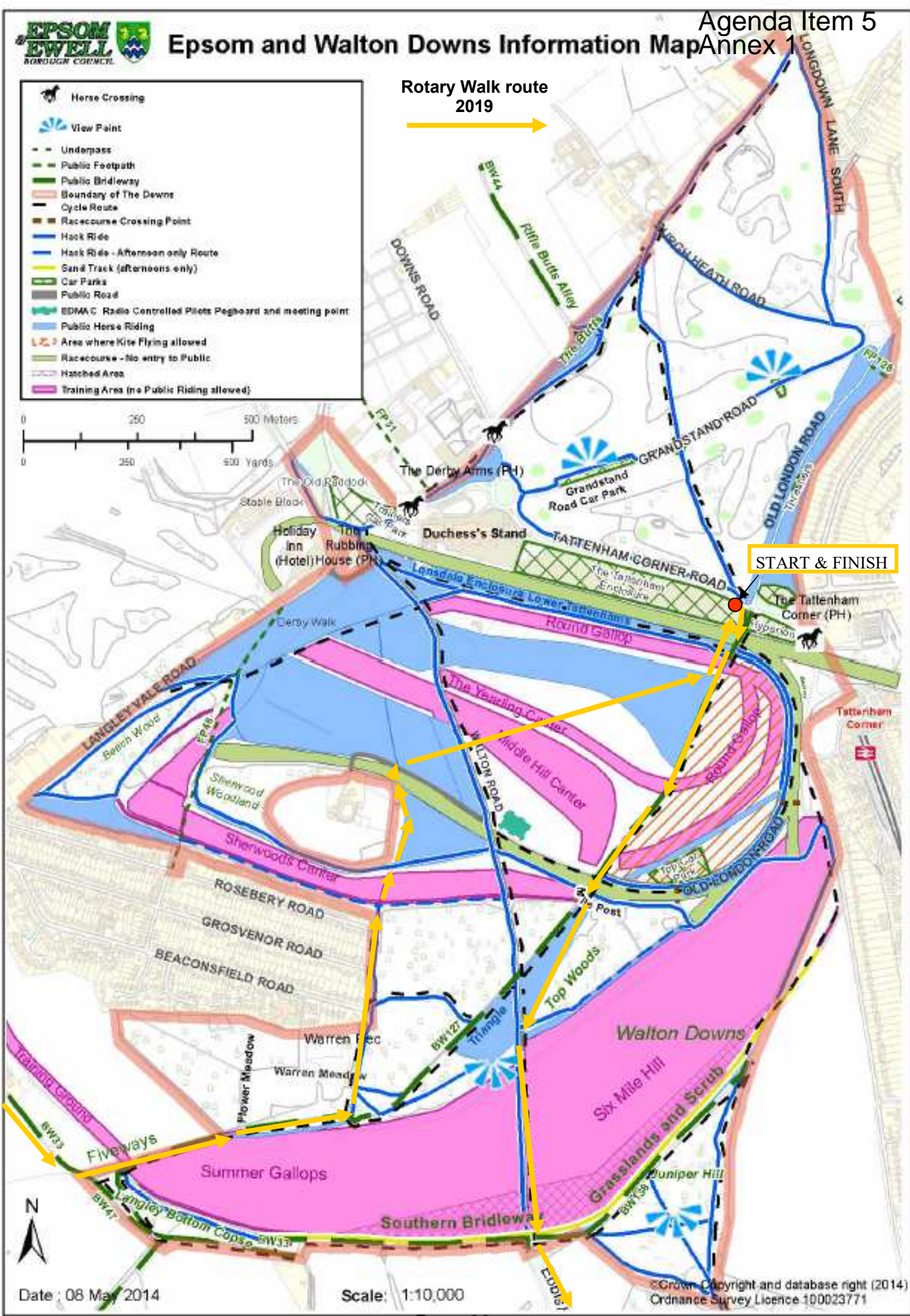
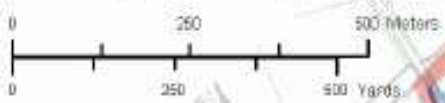
PA & Speakers		KM Marker	
Start/Finish Gantry		Emergency Entrances & Exits (Blue Routes)	
Emergency Exit		Emergency Rendezvous Point	
Gates on Course		Medical Post (on course)	
Course Route		Ambulance	
10k Split point route		Marshal	
		Marshal with Radio	
		Water Station	
		Cheering Point – Tenavous Choir	



Epsom and Walton Downs Information Map

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

Rotary Walk route
2019



START & FINISH

Date : 08 May 2014

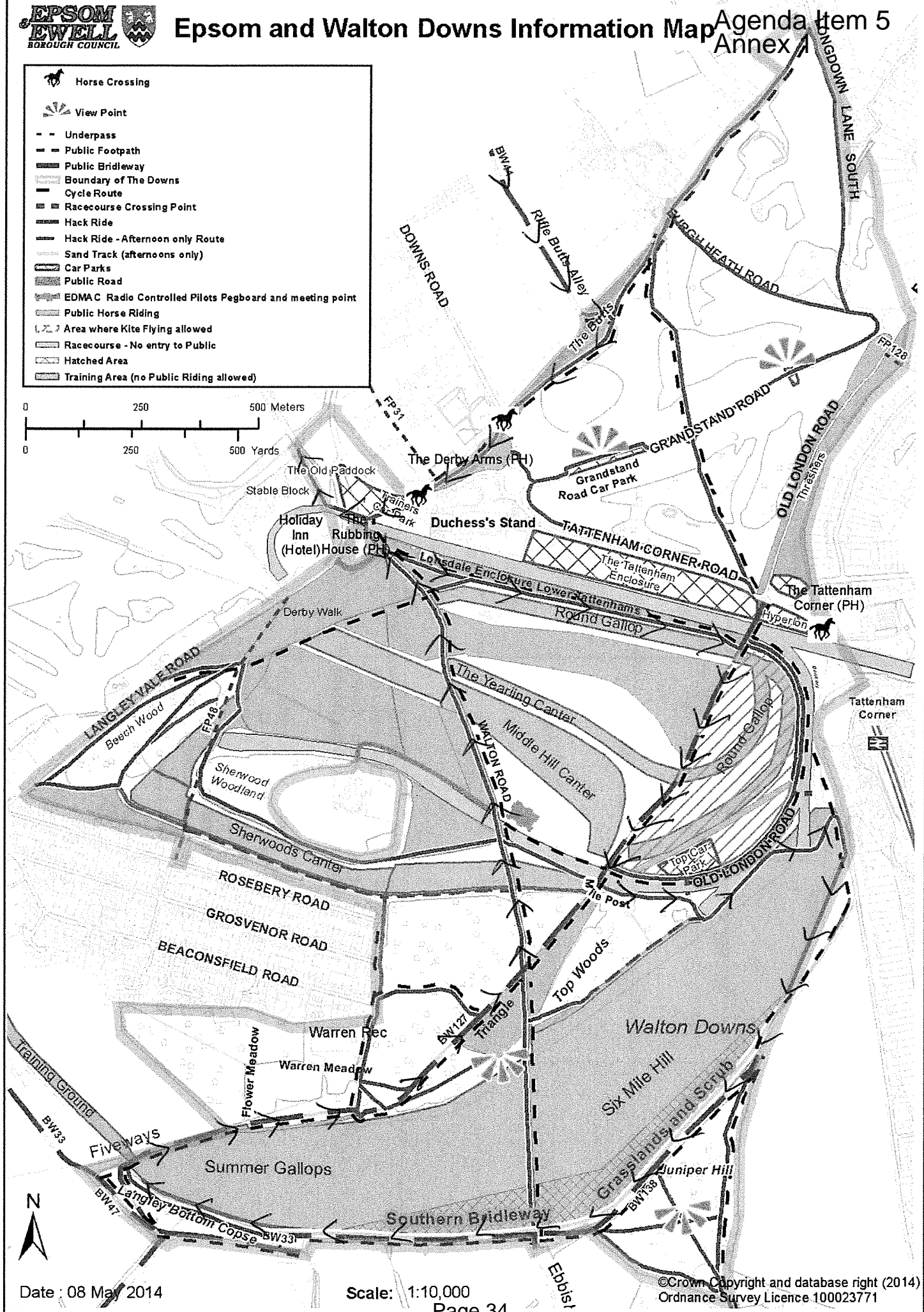
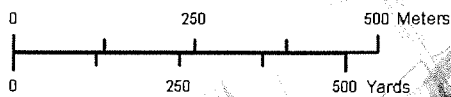
Scale: 1:10,000

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Epsom and Walton Downs Information Map Agenda Item 5 Annex 1

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



Date : 08 May 2014

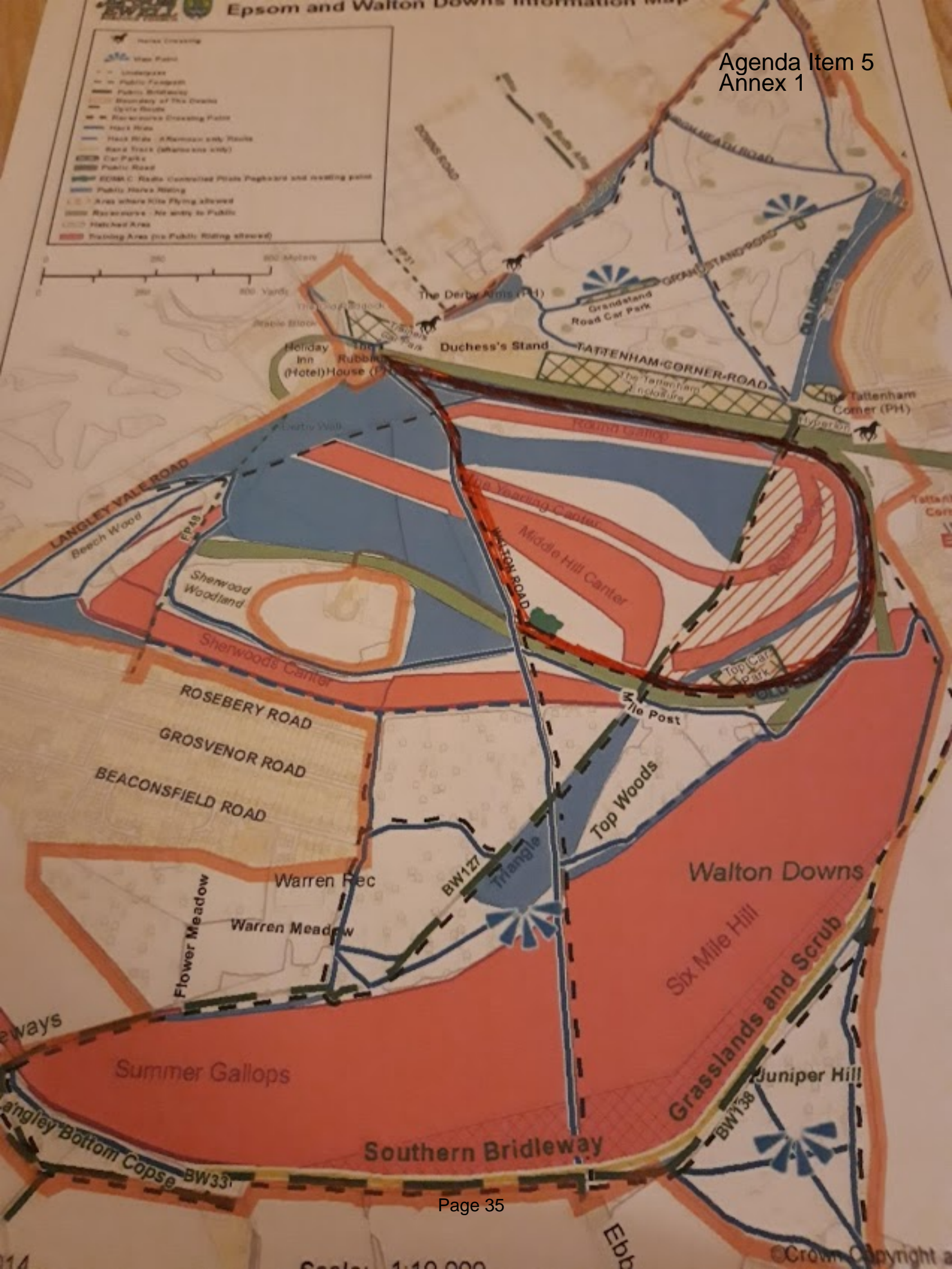
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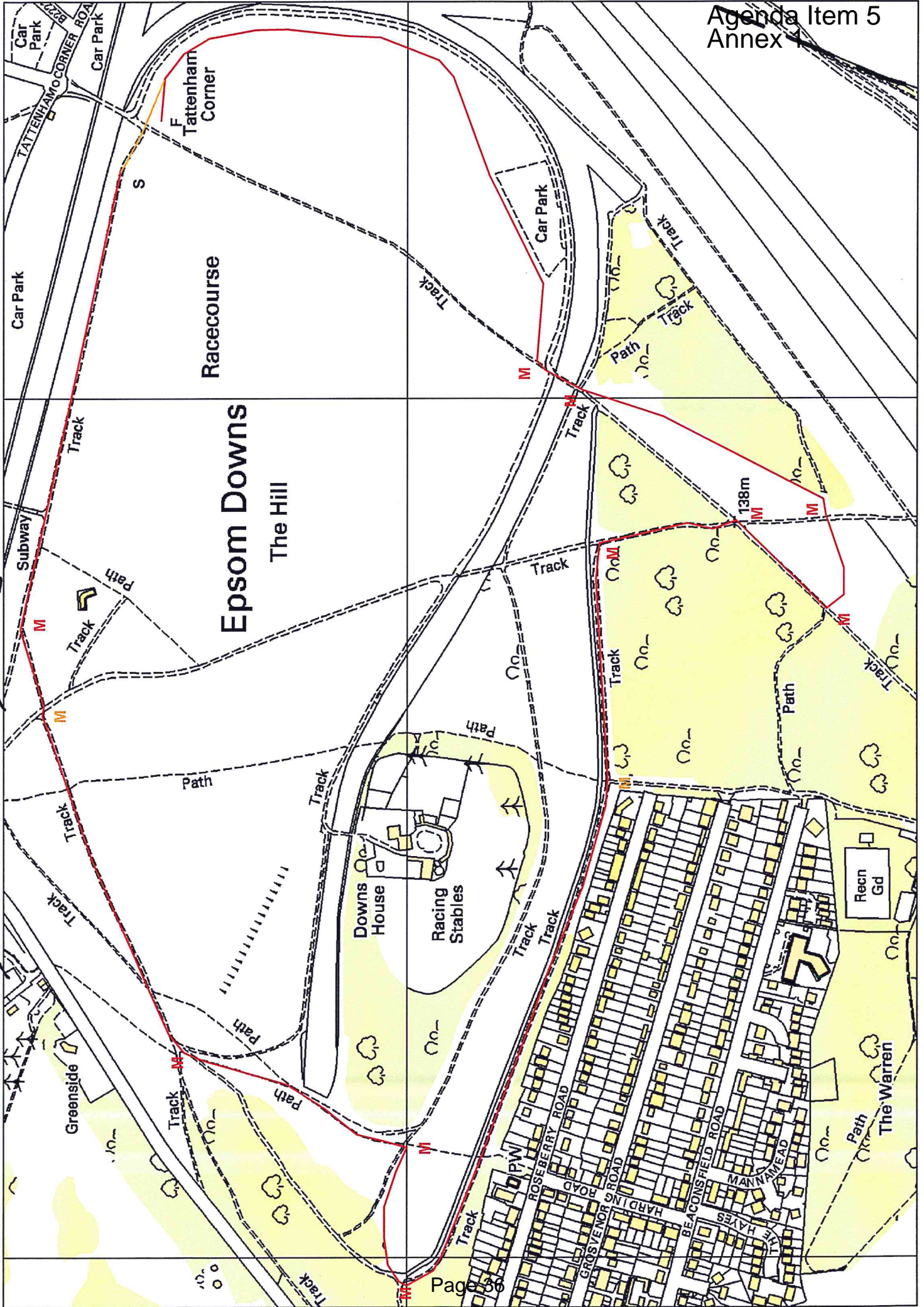
Map Symbols

- Public Crossing
- Way Point
- Underpass
- Public Footpath
- Public Bridleway
- Boundary of the Downs
- Cycle Route
- Recreation Crossing Point
- Hack Way
- Hack Way - Afternoon only Route
- Hack Track (Afternoon only)
- Public Road
- ECM C. Radio Controlled Plane Pegasus and landing point
- Public Horse Riding
- Area where Kite Flying allowed
- Recreation - No entry to Public
- Hatched Area
- Training Area (no Public Riding allowed)

0 200 400 Meters
0 200 400 Yards



Durrey Cross Country League



2018/19 Events Calendar for Epsom & Walton Downs

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/ Spectators	Category of Event	Area affected (Maps provided below)
Cross Country League	Downs Young Athletes	Sunday 21 Oct 2018	10.00 – 13.00	60-70	50	A	Grass/foot paths inside the racecourse and South of Downs House
Charity Dog Walk	Serbia's Forgotten Paws	Wednesday 31 Oct 2018	18.00 – 20.00	100	5	A	Grass/foot paths inside the racecourse and Walton Road
5K & 10K Summer Series	First Stride Events Ltd	Sunday 4 Nov 2018	09.30 – 13.00	250	45	B	Epsom Downs, The Hill and Warren Woodland
Cross Country League	Surrey Cross Country League	Saturday 10 Nov 2018	12.30 – 17.00	400	75	B	Paths leading up to Beech Wood, Sherwood's canter and grass/foot paths inside the racecourse and South of Downs House creating a loop
Cross Country Run	Epsom College	Thursday 22 Nov 2018	12.15 – 16.00	600	50	C	Lay-by on Derby Stable Road, Walton Road grass/foot paths South of Downs House
Cross Country League	Downs Young Athletes	Sunday 2 Dec 2018	10.00 – 13.00	60-70	50	A	Grass/foot paths inside the racecourse and South of Downs House
Handicap Running Race	Epsom & Ewell Harrier	Wednesday 26 Dec 2018	11.15 – 12.00	20-25	10	U	Grass/foot paths inside the racecourse and Walton Road
Tadworth Ten	Tadworth Athletics Club	Sunday 7 Jan 2019	09.30 – 15.00	700	100	C	Old London Road, Walton Road crossing Six Mile Hill, Walton Downs leading up to Epsom Lane North
Cross Country League	Downs Young Athletes	Sunday 17 Feb 2019	10.00 – 13.00	60-70	50	A	Grass/foot paths inside the racecourse and South of Downs House

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/ Spectators	Category of Event	Area affected (Maps provided below)
Cross Country League	Downs Young Athletes	Sunday 3 Mar 2019	10.00 – 13.00	60-70	50	A	Grass/foot paths inside the racecourse and South of Downs House
80th Pioneer Run	Sunbeam Motor Cycle Club	Sunday 24th March 2019	06.00 – 11.00	300	Up to 300	S	Car Parks near to Downskeepers Hut and Tattenham Corner Road
5K & 10K Running Race	First Stride Events Ltd	Sunday 30 March - 2019	09.30 – 13.00	300	45	B	Epsom Downs, The Hill and Warren Woodland

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

2019/20 Events Calendar for Epsom & Walton Downs

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/ Spectators	Category of Event	Area affected (Maps provided below)
Easter Church Service	North Cheam Baptist Church	Sunday 21 April 2019	06.45 – 07.45	150	4	U	Grandstand Road Car Park
Sponsored Walk	Rotary Club of Banstead	Sunday 5 May 2019	07.30 – 16.00	65	18	A	London Road, 6 Mile Hill, paths alongside Warren Woodland
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 12 May 2019	10.00 – 14.00	100-200	3	B	Cycle paths and bridleways. The majority of this event takes place elsewhere.
Race for Life	Cancer Research UK Trading UK	Sunday 23 June 2019	05.00 – 16.00	1650	750	D	Grass/foot paths inside the racecourse and South of Downs House creating a loop
Round the Borough Hike	Epsom & Ewell Borough Council	Saturday 7 September 2019	12.00 – 14.00	Up to 100	3	A	Public footpaths and bridleways. The majority of this event takes place elsewhere.
Memory Walk	Alzheimer's Society	Sunday 8 September 2018	07.00 – 17.00	Up to 4000	113	D	Grass/foot paths inside the racecourse and South of Downs House creating a loop
5K & 10K Running Race	First Stride Events Ltd	Sunday 10 November - 2019	09.30 – 13.00	300	45	B	Epsom Downs, The Hill and Warren Woodland

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

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REVIEW OF FEES AND CHARGES

Head of Service/Contact:	Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached):	Annex 1 - Fees and Charges for Events on Epsom & Walton Downs 2019 – 2021 Annex 2 - Fees and Charges for Memorial Items on Epsom & Walton Downs 2019 -2021
Other available papers (not attached):	Event Management Strategy agreed on 27 June 2011 Charging Policy for Events agreed on 28 June 2012 Review of Events on the Downs agreed on 23 January 2014 Review of Fees and Charges For Events agreed on 20 January 2016 Memorial Policy For Epsom & Walton Downs agreed on 5 October 2016 Review of Fees and Charges For Events on the Downs 18 January 2017

Report summary

This report details a review of the Fees and Charges for Events on the Downs, Metal Detecting Licences and Memorial Items.

Recommendation (s)

That the Conservators:

- (1) Approve the Fees and Charges for Events on the Downs at Annex 1.**
- (2) Approve the Fees and Charges for Memorial Items on the Downs at Annex 2.**

1 Events Background

- 1.1 On the 14 October 2009, the Conservators agreed an Event Management Strategy for the Downs. This was reviewed on 27 June 2011.

- 1.2 On the 28 June 2012, the Conservators agreed to the introduction of a new charging policy for events on the Downs and that a review of the policy would be reported back in January 2014.
- 1.3 At the meeting of the Conservators on 17 October 2013, it was agreed that a working party would meet to review the current Events Management Strategy and the Fees and Charges policy in light of the rise in the number of sportives occurring on the Downs.
- 1.4 On the 23 January 2014, the Conservators agreed to changes in the Fees and Charges Policy to help address the issues related to an increase in sportives on the Downs.
- 1.5 On the 20 January 2016, the Conservators agreed to minor changes in the Fees and Charges Policy.
- 1.6 On the 18 January 2017 the Conservators agreed that the level of hire charge was to increase from £1 to £1.50 per participant across all relevant categories subject to a 50% discount for charitable and community events. The cost for using car parks on the Downs increased from £100 to £150 for those events that require 50 car parking spaces or more. The minimum charge for filming on the Downs for larger scale projects increased from £250 per day to £300.
- 1.7 On the 19 April 2017 the Conservators considered a policy to regulate small group sessions on the Downs. 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 refused to approve the proposed policy to regulate small group sessions on the Downs.
- 1.8 Over the past 2 years The Downs Manager has continued to receive a number of requests from various clubs, organisations and individuals asking if they can use the Downs for a small scale one-off event. The existing policy does not specifically cover small groups wishing to use the Downs on an adhoc basis.
- 1.9 Following a review of the existing policy, this report proposes some changes to the Fees and Charges for Events on the Downs.

2 Metal Detecting Licence Background

- 2.1 At the Conservators meeting on 17 October 2013, a decision was agreed to increase the annual charge of a metal detecting licence from £20 to £35. This reflected the fact that there had not been any increase for a number of years and the demand for permits remained high.
- 2.2 At their meeting on 20 January 2016, the Conservators agreed to increase the number of licenses available from 20 to 25 with a review in October 2016 to see how this increase had impacted the Downs.

- 2.3 At the same meeting the Conservators decided to increase the annual charge of a metal detecting licence from £35 to £40 for the calendar year 2017.
- 2.4 At their meeting on 05 October 2016, the Conservators received a review of the Metal Detecting Licences and agreed to keep the number of licenses available at 25.
- 2.5 In 2017 and 2018 the number of Metal Detecting Licences purchased was 25. Officers are unaware of any person that wanted to purchase a licence but was unable to do so as there were none available. In light of this there was no need for a waiting list in either year suggesting that the fee and the number of licences available is probably about right.
- 2.6 Following a review of the existing policy, no changes to the fees and charges are proposed for Metal Detecting Licences.

3 Proposals to the Events Fees & Charges

- 3.1 It is proposed that the level of hire charge for events on the Downs is increased from £1.50 to £2.00 per participant across all relevant categories subject to a 50% discount for charitable and community events.
- 3.2 The cost for using car parks on the Downs is proposed to be increased from £150 to £175 for those events that require 50 car parking spaces or more.
- 3.3 The minimum charge for filming on the Downs for larger scale projects is proposed to remain at £300.
- 3.4 In order to potentially charge small groups that wish to host one-off events on the Downs, it is proposed that the minimum number of participants within category A is reduced from 30 to 10. This will allow a charge to be made if the Conservators approve an application for a small event as part of the existing events process.
- 3.5 Annex 1 details the new proposed fees and charges for Events on the Downs.

4 Proposals to Memorial Items Fees & Charges

- 4.1 A Memorial Policy for Epsom & Walton Downs was agreed by the Conservators on 5 October 2016. The policy referred to the provision of a range of items that may be purchased by the public in memory of a loved one, namely rustic benches made by local coppice workers, bird boxes and bat boxes.
- 4.2 Since the start of the new policy, the uptake of memorial items has been modest, with just three benches purchased.
- 4.3 The fee for a memorial bench is currently set at £300, which has remained unchanged since the introduction of the policy.

- 4.4 Although the current price of a bench includes a small charge for the administration and installation, a recent review of this element of the charge has indicated that it no longer meets current costs and it is therefore proposed to increase this by £50 to make the total bench price £350.
- 4.5 It is recommended that the price of bird and bat boxes are increased as set out in **Annex 2**, to reflect current purchase costs. Whilst a small addition has been made to contribute towards administration and installation, it is felt that these items should be kept affordable to encourage the public to support nature conservation and biodiversity on the Downs.

5 Financial and Manpower Implications

- 5.1 The Fees and Charges have been unchanged since January 2017.
- 5.2 The associated costs for processing an event application form, the additional involvement of the Downskeepers, the cost of maintaining and general upkeep of the Downs and the use of facilities such as car parks and toilets has increased over the past two years.
- 5.3 As a result the Conservators budget is under increasing pressure.
- 5.4 The annual income generated from events on the Downs fluctuates from year to year. In addition to smaller events, one annual large-scale charity event, can bring in approximately £2,000 a year. The increase from £1.50 to £2.00 per participant is likely to generate approximately £1,900 in additional income per annum based on the similar number and type of events applying as in 2018/19.
- 5.5 Whilst the income generated by memorial items is minimal, the donation of these carefully selected items add benefit to the enjoyment and conservation of the Downs.
- 5.6 **Chief Finance Officer's comments:** The fees and charges have not been increased since April 2017. The proposed increase in hire charges, car park charges and memorial items will take effect from April 2019 if approved. The next proposed review following this report will be in October 2020. These increases should not impact demand as they are small, in cash terms. The anticipated increase in fee income is reasonable. The current memorial policy aims to achieve full cost recovery for any memorials provided and the recommended fee increases aim to achieve this.

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

- 6.1 There are no legal implications arising from the contents of this report.
- 6.2 **Monitoring Officer's comments:** There are no comments arising from the contents of the report.

7 Sustainability Policy and Community Safety Implications

7.1 None for the purposes of this report.

8 Partnerships

8.1 None for the purposes of this report

9 Risk Assessment

9.1 The increase in charges may deter organisations from submitting an application for an event on the Downs. This could have a negative effect on the income generated from Events on the Downs.

9.2 There is risk that the increase in price of memorial items will reflect in fewer donations to the Downs.

10 Conclusion and Recommendations

10.1 The Conservators are requested to consider and approve the revised fees and charges policy for Events on the Downs found at **Annex 1**.

10.2 The Conservators are requested to approve the increase in memorial items as set out in **Annex 2**.

Ward(s) Affected: College Ward; Woodcote Ward;

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Fees and Charges for Events on Epsom & Walton Downs 2019-2021

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

The following regulations apply:

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

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

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

Table of Fees and Charges for events on Epsom & Walton Downs, 2019-2021

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
A	10 - 100	Low	Yes Min charge of £25	Yes	£2.00 per head as reflected in projected attendance. Min charge of £50 50% discount for charities and community events
B	101 - 500	Low - Medium	Yes 10% of hire charge. Min charge of £25	Yes	£2.00 per head as reflected in projected attendance. 50% discount for charities and community events
C	501 - 1000	Medium - High	Yes 10% of hire charge	Yes	£2.00 per head as reflected in projected attendance. 50% discount for charities and community events
D	More than 1000	Considerable	Yes 10% of hire charge	Yes	£2.00 per head as reflected in projected attendance. 50% discount for charities and community events
S	This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users.		Decision on application	Decision on application	Charge on application. £175 will be charged for the use of car parks on the Downs for those events that require 50 car parking spaces or more.
U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman.		No	Decision on application	Charge on application
Filming	Varies	Dependent on scale of project	Decision on application	Decision on application	Charge on application. Minimum charge of £300 per day for larger scale projects.

Memorial Items

Item	Species Suitability	Cost
Apex Classic Nest box with hole plate 32mm	Blue Tit, Coal Tit, Tree Sparrow, Nuthatch.	£45.00
Apex Open Fronted Nest box	Robins, Wrens, Pied Wagtails.	£45.00
WoodCrete Tit Box Extra Durable	Blue Tit ,Coal Tit , Tree Sparrow, Nuthatch	£55.00
Kestral Nest Box	Kestral	£100.00
Tawny Owl Nest Box	Tawny Owl	£125.00
Wooden Bat Box	Resident Bat Species	£45.00
2f Bat Box (Extra Durable)	Resident Bat Species	£55.00
2FN Special Bat Box (Extra Durable)	Resident Bat Species	£75.00
Rustic Style Bench	N/A	£350.00

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RURAL DEVELOPMENT GROWTH PROGRAMME FOR ENGLAND APPLICATION FOR FUNDING

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): None
Other available papers (not attached): None

Report summary

An expression of interest for EU rural funding to support the development of visitor signage and appropriate visitor infrastructure on Epsom & Walton Downs has been successful. The next step is to consider submission of a full application, for up to £142,500 of EU funding. To do this there would be a requirement for local match funding of £7,500 private sector funding and up to a maximum of £20,000 from the Conservators in 2019/20 for revenue costs.

The report also seeks a budget of £6,300 in 2018/19 to support the development and submission of a full application by early 2019.

Recommendation (s)

The Conservators agree:

- (1) To note the success of the Expression of Interest in the European Agricultural Fund for Rural Development (EAFRD).**
- (2) To support the development of a full EAFRD application bid, based on the project identified within the Expression of Interest, subject to ongoing development and feasibility work.**
- (3) To allocate a budget of £6,300 to develop the full application, to be funded from the working balance.**
- (4) To seek support from the Jockey Club for the required private sector funding contribution of circa £7,500.**
- (5) That the project revenue elements totalling a further £20,000, be funded from the working balance.**
- (6) That an annual contribution to the working balance of £6,580 should be built into the draft 2019/20 budget, to replenish the working balance over a period of four years.**

1 Background

- 1.1 The Epsom & Walton Downs, is recognised for its unique racing heritage, however, it lacks a formal identity, sense of arrival, and supporting infrastructure for both residents and visitors alike.
- 1.2 Initial scoping had been undertaken to review possible investment in carefully selected entry signage, trail signage and visitor infrastructure to help improve the identity of the Downs and to create better linkages between the town centre and the wider Downs.
- 1.3 Increasing all-year round access to the Downs was included in the scoping, as was greater integration into the wider visitor economy 'offer' in both Epsom & Ewell Borough and adjacent East Surrey. This was in-line with a pan-East Surrey rural tourism project, also funded via the EAFRD programme via an earlier call.
- 1.4 The lack of local funding was identified as a key barrier to fulfilling this aspiration. Our economic development advisor identified a possible funding opportunity via the final round of the EU's European Agricultural Fund for Rural Development (EAFRD) programme. The Coast to Capital LEP area had a notional £3.5m EAFRD allocation across three measures: rural tourism, rural food and drink and rural business infrastructure. It was felt the potential Epsom Downs project had greatest synergies (and chance of success) with the Visitor Economy measure.
- 1.5 The EAFRD fund is a capital only fund, normally requiring 60% own funding, versus 40% grant funding. However, for public bodies with projects that do not generate income, the grant funding percentage can be increased significantly. Commercial funding applications are normally limited by State Aid De-Minimis rules, notionally £175,000 at prevailing exchange rates. Public sector applications are not limited by De-Minimis but the Rural Payments Agency, the body which assesses bids, assess whether bids demonstrate good value for money and economic growth outputs are considered, such as an increase in visitor numbers, extension of the season, and spin-off economic growth for related sectors.
- 1.6 The EAFRD programme has a number of stages; initially an outline expression of interest (Eoi), which is assessed by the Rural Payments Agency and then passed to the local Coast to Capital area EAFRD sub-committee for assessment against local strategic fit. If both Rural Payments Agency and Local EAFRD committee agree, the Expression of Interest application is approved for development as a full funding application.

- 1.7 The EAFRD full funding application is a significantly larger and more complex process than the Expression of Interest application. It requires a full business case, which includes financial spreadsheets, quality supporting evidence, accurate costings, planning permission (if needed), written support from other partners and stakeholders and a full delivery plan. The step change between Expression of Interest and full application is considerable, hence there is currently approximately a +40% attrition rate between Expression of Interest and full application.
- 1.8 Some initial informal scoping was undertaken with the Jockey Club to gauge their support for a funding bid and whether they could provide some match-funding to support the application. Feedback from the Jockey Club has been positive.
- 1.9 With the deadline for Expressions of Interest looming, it was decided to quickly develop an Expression of Interest application around the Epsom Downs project concept, in the knowledge that it could easily be adapted if invited to full application stage. The submission of an Expression of Interest application is without any commitment.
- 1.10 Our Expression of Interest was developed around the following overarching theme:
“The project will celebrate the rural nature and equestrian heritage of the Epsom & Walton Downs, promoting the area as an all-year visitor destination through innovative signage, landmark gateways, visual interpretation and branding. Stimulating economic activity both up on the Downs and linking to nearby Epsom town”
(50 word summary from the EoI).
- 1.11 The focus of the Expression of Interest application was:

Our aim:

To sustainably develop the 600 acre Epsom & Walton Downs as an all-year visitor destination, recognising and celebrating the areas racing heritage and adjacency to the Epsom Racecourse.

Our objectives:

A. Using infrastructure, signage, and interpretation create a strong visual identity and branding for Epsom & Walton Downs, with clear connections to the racing industry.

B. Provide clear directional aids across the Downs to help visitors explore, including routes from the Town Centre to the Downs, with routes suitable for walking and cycling.

C. Use interpretation and innovative signage to provide historical information, points of interest, and links to accommodation, restaurants, local attractions (such as the Woodland Trust's Centenary Wood) and other local businesses.

D. Provide three iconic gateways to the Downs.

- 1.12 Our application also had to give a maximum 500 word justification for the project which was as follows:

The area is an important chalk grassland habitat and there are a number of rare plant species present in some locations on the Downs. These include three national scarcities: the Round-Headed Rampion, Bastard-Toadflax and Chalk Hill Eyebright. The variety of habitats also provides breeding and feeding places for several declining bird species such as the Skylark. Important populations of Small Blue and Chalk Hill Blue Butterflies are also present.

Interpretative and innovative signs will inform visitors of the rich, racing heritage and provide links to other local attractions such as the newly developed, Woodland Trust Centenary Wood and local businesses such as the Derby Arms, Rubbing House and Tattenham Corner pubs and the Holiday Inn hotel, increasing trade beyond corporate and local use to a popular, short break destination. We see the project significantly increasing economic activity and growth outside event and race days.

The new brand and sign scheme will promote the many activities that can be enjoyed on the Downs such as hack riding, flying model aircrafts, kite flying, rambling, nature conservation, dog walking, running and cycling it will encourage visitors to stay longer, explore wider, positively share the experience and return in the future.

New maps and signs will help visitors to navigate safely over 600 acres of open space and will serve to educate visitors on the importance and heritage of the horse race industry, which uses the open gallops on the Downs daily to train thoroughbreds.

Epsom & Walton Downs is a haven for outdoor enthusiasts and this project will seek to tap in to this market and encourage tourism from this growing sector. As this project seeks to enhance the Downs as an area of outstanding, natural beauty this will benefit all surrounding businesses.

The Borough of Epsom and Ewell is largely overlooked as a rural destination, often perceived as being very urban, although the southern sector of the Borough is highly rural with both the Downs and Horton Country Park. We see the strengthening of the Downs offer supporting the wider aims of the East Surrey EAFRD tourism cooperation project and aspirations of Visit Surrey DMO. We see no displacement of visitors from other areas or other racecourses.

- 1.13 In light of the Expression of Interest development timeframes it was not possible to obtain accurate costings for the project. Instead estimates were used in the knowledge that if invited to full application, the project would need to be fully costed via a robust procurement process. The headline capital costs submitted were as follows:

Item (Capital)	Indicative Cost
Iconic Gateway's to the Downs on three key access roads c£25k each	£75,000
Epsom and Walton Downs branded signage and directional aids	£35,000
Epsom and Walton Downs branded interpretation signs and infrastructure	£20,000
Enhanced visitor facilities and infrastructure at viewpoint/car parks	£10,000
Development of a microwebsite to give online information via QR codes	£10,000
Sub Total Core Project Costs	£150,000
Match funding (5%)	£7,500
EAFRD Grant applied for (95%)	£142,500

- 1.14 In addition to the above core project costs two revenue items, not ineligible for EAFRD funding, but would be needed to deliver the project to its maximum potential we included:

A. Development of Epsom & Walton Downs branding and visual identity at circa £15,000.

B. 'Welcome to the Downs' hospitality training for businesses, at circa £5,000. (For hospitality, food & beverage and retail businesses).

Both these items are outside the core project costs, but will need to be reviewed and declared at the full application stage once formally costed.

- 1.15 Our Expression of Interest was submitted by the application deadline and was assessed positively by the RPA assessor and local EAFRD committee. In late August 2018 we received formal notification that we have been invited to submit a full application. Within the letter of invitation, several clarifications were raised by the Rural Payments Agency, mostly technical, that we would need to directly address within any application.

1.16 The Rural Payments Agency advise that full applications can take up to four months to develop, especially if requiring planning permission. The Agency wish to have most applications assessed by end of March 2019, therefore the current indicative project timeframe is:

- Full application submission in early January 2019
- RPA assessment by late March 2019
- Contracts agreed with RPA in April/May 2019
- Project delivery in summer/autumn 2019.

1.17 It should be noted that the invitation to full application is not a guarantee of funding, the full application process is still highly competitive and the full application pipeline of EAFRD projects is larger than the total fund available. However, the Expression of Interest attrition rate is high and historically well-developed and well-supported projects with the ability to deliver the agreed outputs score well and achieve funding.

2 Proposals

2.1 The Conservators are asked to agree:

2.2 To note the success of Expression of Interest (EoI) in the European Agricultural Fund for Rural Development (EAFRD).

2.3 To support the development of a full EAFRD application bid, based on the project identified within the EoI, subject to ongoing development and feasibility work.

2.4 To allocate a budget of £6,300 to develop the full application, to be funded from the working balance. This budget equates to 3.5% (or £5.25k plus VAT) of the total core project costs.

2.5 That private sector funding of circa £7,500 is sought from the Jockey Club.

2.6 That the project revenue elements totalling a further £20,000, which are not eligible for EAFRD grant funding, should be funded from the working balance.

2.7 That an annual contribution to the working balance of £6,580 should be built into the draft 2019/20 budget, to replenish the working balance over a period of four years.

3 Financial and Manpower Implications

- 3.1 The Council does not have the officer capacity to develop this project or full funding application internally. We would need to seek specialist support from a suitably experienced contractor or consultant at an estimated cost of £6,300.
- 3.2 Following a successful bid, a further £20,000 of revenue costs would be incurred, as detailed in paragraph 1.14.
- 3.3 **Chief Finance Officer's comments:** *The working balance stood at £49,585 at 31 March 2018. Approving the recommendations would utilise up to £26,300 of this working balance in 2018/19 and 2019/20, with the Conservators requesting increased precepts to replenish these funds over four years from 2019/20.*
- 3.4 *There is a risk that should the Council or other preceptors not agree to the increased precepts required to replenish the working balance, then the Conservators would have to operate with a reduced working balance over the longer term, or look for an alternative means of replenishing the working balance.*
- 3.5 *The Conservators also hold a Repairs and Renewals fund with a balance of £31k, which can be used for unforeseen maintenance works.*

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

- 4.1 If the Conservators agree to go forward with this proposal and we are successful in securing grant funding, the Conservators will be required to enter into a legal contract with the Rural Payments Agency to ensure that the project is delivered in accordance with their standard terms and conditions.
- 4.2 **Monitoring Officer's comments:** there are no comments arising from the contents of this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 If successful, this project will ensure that the Downs contributes to the borough's economic sustainability and will promote the site as a year round visitor destination.
- 5.2 Improved signs will help visitors to navigate the area safely and will ease conflict between the various user groups.

6 Partnerships

- 6.1 We will be required to consult with the appropriate partners and stakeholders such as Surrey CC, Visit Surrey CIC, adjacent authorities.

7 Risk Assessment

7.1 Potential risks are that:

7.1.1 We do not receive the required planning consents

7.1.2 We do not secure the required private sector match funding

7.1.3 Our full application is unsuccessful

7.1.4 The EAFRD fund is oversubscribed

7.1.5 Government intervention such as caused by exit from the EU

7.1.6 There is a risk that should the Council or the other preceptors not agree to increased precepts needed to replenish the working balance, the Conservators would have to operate with a reduced working balance over the longer term, or look for an alternative means of replenishing the working balance.

8 Conclusion and Recommendations

8.1 Progressing the Expression of Interest to a second stage application presents a rare opportunity to inject significant capital investment in to this unique and historically important landmark.

8.2 It is recommended that the proposals that the EAFRD Epsom & Walton Downs Expression of Interest and wider development project is supported and progression to full EAFRD funding application is agreed as detailed in section 2 of this report.

Ward(s) Affected: College Ward; Woodcote Ward;

MID-YEAR BUDGET MONITORING REPORT

Head of Service/Contact:	Lee Duffy, Treasurer to the Conservators
Annexes/Appendices (attached):	Annex 1 – Mid-year monitoring 2018/19 Annex 2 - Risk Register 2018/19
Other available papers (not attached):	None

Report summary

This item reports on the income and expenditure as at 31 August 2018 and seeks guidance on the preparation of the budget and precept for 2019/20. It also provides an updated Risk Register for 2018/19.

Recommendation (s)

- (1) That the Conservators note the mid-year income and expenditure position as at 31 August 2018.
- (2) That the Conservators provide guidance on the preparation of the budget for 2019/20.
- (3) That the Conservators note the 2018/19 Risk Register for the Downs.

1 Background

1.1 The Conservators budget for 2018/19 was agreed at the meeting of 22 January 2018.

1.2 This report:

- Informs the Conservators of income and expenditure at 31 August 2018;
- Provides the Conservators with the opportunity to give guidance on the preparation of 2019/20's budget;
- Provides an updated Risk Register for the Downs for 2018/19

2 Mid-Year Income and Expenditure

- 2.1 The attached budget monitoring statement at **Annex 1** shows income and expenditure from 1 April 2018 to 31 August 2018 and provides a forecast outturn position for 2018/19.
- 2.2 Net expenditure is forecast at £394,967, which would result in an overspend of £3,377 against the budget of £391,590. A separate report on the same agenda is seeking funding of £6,300 in 2018/19 to support an application for external funding. This £6,300 is included in the forecast and is the main reason for the projected overspend.
- 2.3 The working balance stood at £49,585 at 31 March 2018. The latest forecast of the working balance at 31 March 2019 is £46,209.

3 Budget Estimates 2019/20

- 3.1 The final column of **Annex 1** provides an indicative budget position for 2019/20. This has been prepared ahead of the Council finalising its service estimates and the figures are provisional.
- 3.2 The main provisional changes from 2018/19 are:
 - A 13% increase in the fuel budget from £9,000 to £10,200 to reflect both the current rate of fuel consumption and the increased average price of fuel.
 - An increase in the Operational Services SLA recovery of 3% or £6,790 to reflect the cost of work carried out by the Downskeepers and Operational Services staff.
 - A £6,580 annual contribution to the working balance, which over four years would fund a bid to participate in the Rural Development Growth Programme, as set-out in a separate agenda item to this Committee.
- 3.3 The forecast provides a useful basis to identify the main issues that should be addressed in the budget report in January 2019, and early consideration of the recommended precepts for 2019/20 and the options the Conservators would like to have included in the budget report.
- 3.4 The total provisional increase in the budget from 2018/19 to 2019/20 is £15,670.
- 3.5 A decision will be required in January 2019 on the requested increases in contributions to cover this amount across the three preceptors.
 - An increase in each preceptor's contribution of 2.5% would create a balanced budget but with no funds set aside to participate in the Rural Development Growth Programme.

- A 4% increase would create a balanced budget and provide an annual contribution to the working balance of £6,580, which over four years could fund participation in the Rural Development Growth Programme.

3.6 Inflation is currently at 2.4% (August 2018 consumer price index). The Government's current inflation target is 2%.

4 Financial and Manpower Implications

4.1 **Chief Finance Officer's comments:** Precept contributions totalling £391,590 in 2018/19 are met by the Borough Council (60%), Epsom Racecourse (30%) and the Training Board (10%).

4.2 A 4% increase, if approved by the Conservators and the preceptors, would provide additional contributions of £15,670 in 2019/20 to be met by the Borough Council (+£9,400), Epsom Racecourse (+£4,700) and the Training Board (+£1,570). These contributions would enable the Conservators to fund a bid to participate in the Rural Development Growth Programme.

4.3 The Repairs and Renewals Fund for vehicles and equipment stood at £31,057 as at 31 March 2018.

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

5.1 There are no legal implications arising from this report.

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

6 Risk Assessment

6.1 An updated Risk Register is attached at **Annex 2**.

6.2 The forecast working balance of £46,209 for 2018/19 is considered adequate for the purpose of meeting unforeseen expenditure and providing a stable level of contribution.

7 Conclusion and Recommendations

7.1 The Conservators are requested to note the latest income and expenditure position.

7.2 The Conservators are asked to provide guidance on the preparation of the 2019/20 budget, including any options on precepts needed to maintain a balanced budget and any other options they would like covered in the budget report.




- 7.3 The Conservators are also asked to note the updated Risk Register for 2018/19.





Ward(s) Affected: College Ward; Woodcote Ward;

EWDC Mid-Year Budget Monitoring						
2017/18 Outturn		2018/19 Budget	Actuals to 31/08/18	2018/19 Forecast Outturn	2018/19 Forecast Variance	2019/20 Budget Estimates
£		£	£			
	Grounds Maintenance					
48	Maintenance of Grounds	620	0	600	-20	600
2,235	Car Park Repairs	4,000	0	4,000	0	4,200
3,554	Tree Maintenance Schedule	3,250	0	3,250	0	3,250
0	Transport and Plant repairs & mntce.	1,000	0	400	-600	1,000
9,902	Fuel	9,000	4,152	9,964	964	10,200
2,502	Spot hire of vehicles	1,000	702	1,686	686	1,000
1,715	Transport Insurance recharge	1,770	0	1,770	0	1,770
2,560	Hire of paladins	2,560	2,560	2,560	0	2,620
1,142	Disposal of Waste	1,180	2,070	2,070	890	1,500
28,000	EWDC Grounds/Transport fleet SLA	28,840	6,172	28,840	0	28,840
51,657	Sub-Total	53,220	15,656	55,140	1,920	54,980
	Keepers Hut					
39	Maintenance of grounds	0	14	50	50	0
6,500	Water main remedial works	0	0	0	0	0
1,525	Kier engineering and fab	1,300	397	1,300	0	1,350
0	Building and M&E maintenance	500	0	500	0	500
1,518	Electricity	1,500	105	1,500	0	1,500
734	Rates	730	756	756	26	800
603	Water dispenser costs	400	279	615	215	600
147	TV Licence	150	151	151	1	150
0	General office expenses	100	0	100	0	100
937	Insurance recharges	900	0	900	0	900
12,002	Sub-Total	5,580	1,703	5,872	292	5,900
	Central Expenses					
28,000	Additional pension contribution	30,900	9,333	28,000	-2,900	28,000
-5,000	Contribution to Repairs& Renewals Fund	4,700	0	4,700	0	5,000
0	EAFRD Project funding	0	0	6,300	6,300	6,580
250	Purchase of memorials	0	0	0	0	0
1,111	Clothing & uniforms	600	188	600	0	600
1,074	External Audit	1,000	-960	1,000	0	1,000
416	Miscellaneous expenses	1,000	295	1,000	0	1,000
565	General office expenses	2,000	126	2,000	0	2,000
18,563	VAT payments	18,000	0	18,000	0	18,000
226,440	OS SLA recovery EWDC	226,440	0	230,396	3,956	233,230
28,150	Management costs SLA rec	28,150	0	28,150	0	28,570
1,145	Insurance	1,200	0	1,145	-55	1,200
506	Internal audit	500	0	500	0	500
301,220	Sub-Total	314,490	8,982	321,791	7,301	325,680
	Derby Travellers Caravan Site					
4,485	Contract Payments	5,500	3,535	3,535	-1,965	5,500
4,485	Sub-Total	5,500	3,535	3,535	-1,965	5,500
	Tattenham Corner conveniences					
590	Planned Maintenance costs	0	0	0	0	0
669	Vandalism Repairs	500	621	750	250	500
824	Kier Engineering and fabric recharges	700	215	700	0	700
389	Building and M&E maintenance	2,000	466	1,000	-1,000	2,000
10,761	Kier Cleaning contract recharges	10,370	2,805	10,370	0	11,000
2,673	Electricity	1,600	-3,005	-3,175	-4,775	1,600
2,982	Business Rates	3,430	3,072	3,072	-358	3,600
1,811	Water Charges	400	880	2,112	1,712	2,000
1,666	Insurance recharges	1,700	0	1,700	0	1,700
22,365	Sub-Total	20,700	5,053	16,529	-4,171	23,100
391,729	Gross Expenditure	399,490	34,930	402,867	3,377	415,160
	Income:					
-5,782	Hire charges	-5,600	-3,750	-5,600	0	-5,600
-1,906	Interest on Balances	-1,800	0	-1,800	0	-1,800
-1,000	Misc. income	-500	0	-500	0	-500
-8,688	Income	-7,900	-3,750	-7,900	0	-7,900
383,040	Net Expenditure	391,590	31,180	394,967	3,377	407,260
	Precepts:					
-227,890	Borough Council	-234,960	-234,960	-234,960	0	-244,360
-37,980	Training Board	-39,160	0	-39,160	0	-40,730
-113,940	Epsom Racecourse	-117,470	0	-117,470	0	-122,170
-379,810		-391,590	-234,960	-391,590	0	-407,260
3,230	Surplus (-) / Deficit in Year	0	-203,780	3,377	3,377	0
52,816	Balance b/fwd 1 April	49,585	49,585	49,585		46,209
49,585	Balance c/fwd 31 March	49,585	253,366	46,209		46,209

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EPSOM AND WALTON DOWNS RISK ANALYSIS

Ref	DESCRIPTION OF RISK	RISK LEVEL	FURTHER ACTION/ MITIGATION ACTION	RESP OFFICER	Direction of Travel
EWDC1	Failure to maintain standards of maintenance affecting public safety on the Downs in line with the Habitat Action Plan.	Medium	<p>Continue to implement Habitat Management Action Plan and review on an annual basis.</p> <p>Regular monitoring to address matters of public safety.</p> <p>Golf club management plan agreed by all parties and reviewed regularly.</p>	Samantha Whitehead, Streetcare Manager (EEBC)	No change 
EWDC2	EWDC has a budget shortfall and there is insufficient funding to maintain the Downs	Medium	<p>A balanced budget was agreed for 2018/19 based on contributions of £391,590.</p> <p>Increasing costs are managed through regular monitoring</p> <p>A Charging Protocol is in place for events to increase income.</p> <p>Monthly monitoring by Treasurer. Half-yearly finance reports to EWDC.</p>	Lee Duffy Treasurer to the Conservators	No change 
EWDC3	There are insufficient funds for the replacement of vehicles and plant used to maintain the grounds	Low	<p>An annual contribution is put aside for repairs and renewals.</p>	Samantha Whitehead, Streetcare Manager (EEBC)	No change 

Ref	DESCRIPTION OF RISK	RISK LEVEL	FURTHER ACTION/ MITIGATION ACTION	RESP OFFICER	Direction of Travel
EWDC4	Loss of key staff and knowledge of procedures to maintain Downs	Low	Staff training and development linked to the Council's appraisal system. Business Continuity Plans/ Work Manuals.	Samantha Whitehead, Streetcare Manager (EEBC)	No change 
EWDC5	Risk that decisions or operations within EWDC are not consistent with legal powers	Low	Advice being given by Legal & Democratic Services on key issues.	Kathryn Beldon (Clerk to the Conservators)	No change 
EWDC6	Risk of major disruption due to disaster or risk of injuries to users of the Downs	Low	The Council are part of a multi- disciplinarian team which meet regularly throughout the year to review safety requirements of the Derby. The Council have in place Business Continuity and emergency Planning arrangement should an emergency occur. Risk Assessments are completed for any major events and the events held on the Downs are reviewed annually by EWDC	Samantha Whitehead, Streetcare Manager (EEBC)	No change 
EWDC7	Meet the requirements of the various Stakeholders and multi-uses of the Downs	Low	Updated risk assessments and suitable signage for users. Review of incidents and events held to improve safety.	Kathryn Beldon (Clerk to the Conservators)	No change 

EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): **Annex 1** - Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 17 September 2018.

Other available papers (not attached):

Report summary

To consider any issues arising from the meeting of the Epsom and Walton Downs Consultative Committee held on 17 September 2018.

Recommendation (s)

- (1) That the Conservators receive and note the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 17 September 2018.

1 Minutes of the Epsom and Walton Downs Consultative Committee

- 1.1 The Minutes from the meeting of Epsom and Walton Downs Consultative Committee held on 17 September 2018 are attached at **Annex 1**.

Ward(s) Affected: College Ward; Woodcote Ward;

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSULTATIVE
COMMITTEE held on 17 September 2018**

PRESENT -

Councillor Liz Frost (Chairman); Hugh Craddock (British Horse Society) and Nigel Whybrow (Training Grounds Management Board).

In Attendance: Caroline Baldock (Epsom Equestrian Conservation Team), Richard Balsdon (College Ward Residents' Association), Bob Eberhard (Epsom and Ewell Cycle Action Group), Nick Harrison (Tattenhams Residents' Association), Margaret Hollins (Epsom Civic Society), David Lambert (Epsom Downs Model Aircraft Club) and Roger Marples (Epsom Downs Model Aircraft Club)

Absent: Councillor Jean Steer MBE, Simon Durrant (Epsom Downs Racecourse) and Alex Stewart (Epsom Downs Riders Protection Society) Andrew Cooper (Epsom Downs Racecourse), Steven McCormick (Woodcote Residents' Association), Conor Morrow (Lower Mole Countryside Management Service) and Stuart Walker (Epsom Golf Club)

Officers present: Amardip Healy (Chief Legal Officer), Sam Beak (Downs Manager), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Officer)

1 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Consultative Committee held on 12 March 2018 were agreed as a true record and signed by the Chairman, subject to the following comment being noted:

- **Minute 14 c) Use of the Hatched area for hack riding.** The British Horse Society (BHS) Representative requested that it be noted that during consideration of this matter he had informed the Committee that some signposting on the edge of the hatched area was incorrect and was likely to be a cause of some incidents of encroachment upon the neighbouring gallops by hack riders.

2 MATTERS ARISING FROM THE LAST MEETING

The Committee received a verbal update on items considered at the previous meeting. The following matters were noted:

- a) **Hack riding map for Downs users.** It was noted that production of this map was still in progress.

- b) **Condition of concrete posts adjacent to Racecourse.** No further update had been received.
- c) **Signposting/marker posts.** A report regarding signposting and marker posts for hack rides was part of a larger signposting project, and would be presented to a future meeting of the Conservators for consideration.
- d) **Scrub clearance at southern end of Rifle Butts Alley.** This work would be undertaken as part of the winter works programme.
- e) **Public consultation for parking on land in front of Derby Arms Public House.** The Committee was informed that responses to the public consultation including those from the members of the Consultative Committee had been considered by the Conservators. Following consideration of the consultation responses and committee report, the Conservators had granted conditional 1 year approval to the use of the area for parking. This included an approved management plan for use of the area.
- f) **Hack sand track, foot of Walton Downs.** The Chief Legal Officer informed the Committee that a substantive response had still not been received from the Horserace Betting Levy Board (HBLB) with regard to this matter, but that it would continue to be pursued. The matter was of heightened importance as the HBLB would soon cease to exist with its functions moving over to the Gambling Commission later this year/early next year.

The Epsom Equestrian Conservation Team Representative expressed concern at the condition of the track and it was noted that Officers would provide the contact email address for the HBLB following the meeting, to enable these concerns to be passed-on directly.

The BHS representative informed the Committee that he had written to Chris Grayling MP and Jeremy Wright MP, Secretary of State for Digital, Culture, Media and Sport with regard to the condition of the Hack Sand Track. A response from the Secretary of State had informed that the transfer of liabilities from the HBLB to its successor bodies was being considered, and that the maintenance of the sand track would be included within this. The need for meetings between all parties to resolve the matter was recognised. The BHS representative informed the Committee that the HBLB had indicated that its preferred resolution to the issue would likely be to capitalise it, by making a one-off payment in exchange for limiting its future liabilities.

3 REPORT OF THE HEAD DOWNSKEEPER

The Committee received and noted the report of the Head Downskeeper.

4 ISSUES RAISED BY THE HACK RIDERS REPRESENTATIVES

Prior to the publication of the agenda for the meeting, the BHS Representative had requested that an item be included in relation to the Conservators' decision with regard to parking on land in front of the Derby Arms Public House. The Chief Legal Officer informed the Committee that this request had been declined, as the matter was within the remit of the Conservators, who had already decided on the application. The Committee was reminded that it did not possess the authority to call-in the decisions of the Conservators, or to challenge the decisions of the Conservators. The Chief Legal Officer emphasised to the Committee that business considered by it must fall within its terms of reference as set out in its Constitution.

The BHS Representative verbally requested further information regarding:

- Production of management plan for use of land in front of the Derby Arms Public House for parking.
- Use of the land in front of the Derby Arms Public House for parking prior to a Management Plan being agreed.

The Chief Legal Officer informed the Committee that the production and approval of the management plan was a matter for the Racecourse and Council Officers. Once the plan had been completed and agreed, the Chief Legal Officer was willing to provide a copy of it to members of the Committee for the purposes of enforcement if necessary.

The Chief Legal Officer informed the Committee that the BHS Representative had indicated in correspondence prior to the meeting that he was considering a judicial review of the Conservators decision. In view of this, and as the item was not within the Committee's Terms of Reference, it was not an issue for the Committee to consider.

5 ISSUES RAISED FOR CONSIDERATION

The following items were raised by representatives to the Committee:

- a) **Management of deer on the Downs.** Following a question from the College Ward Residents' Association Representative, the Committee was informed that there was not presently any management plan for control of deer on the Downs, as there was not any identified need for one.
- b) **Horse encroachment on the model aircraft area.** The Epsom Downs Model Aircraft Club (EDMAC) Representatives informed the meeting that an incident of a horse being walked across the model aircraft runway and control area had been recorded. Officers advised that any future such activity should be reported to the Downskeepers, who would be able to explain the areas available to the horse rider/walker. Copies of maps were to be offered to the EDMAC to hand out as when necessary.

- c) **Launch of rockets on the Downs.** The EDMAC Representatives informed the meeting that incidents of rockets being launched from the Downs had been witnessed by club members. Officers informed the Committee that the use of rockets on the Downs was prohibited under the Downs Byelaws, and that any future incidents should be reported to the Downskopers. A temporary Downs byelaw sign would be installed on the model aircraft peg-board, to assist in highlighting the prohibition. Here was a wider project to produce permanent byelaw signs.

6 ITEMS FOR THE ATTENTION OF THE CONSERVATORS

The Committee did not identify any items from the meeting which would require verbal representation to the Conservators.

7 DATE OF MEETINGS IN 2019

The Committee agreed that dates for its meetings would be identified and communicated following the meeting.

The meeting began at 6.24 pm and ended at 7.03 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

DATE OF MEETINGS IN 2019

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): None
Other available papers (not attached): None

Report summary

The Conservators are requested to agree the dates of their normal meetings to be held in 2019.

Recommendation (s)

(1) That the Conservators agree to hold their first two meetings in 2019 on the following dates:

Monday 21 January 2019 at 18.00 hours

Monday 15 April 2019 at 18.00 hours

1 Background and proposals

1.1 It is suggested that the Conservators agree to hold their first two meetings in 2019 on the following dates:

Monday 21 January 2019 at 18.00 hours

Monday 15 April 2019 at 18.00 hours

2 Financial and Manpower Implications

2.1 None for the purposes of this report.

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

3.1 None for the purposes of this report.

4 Sustainability Policy and Community Safety Implications

4.1 None for the purposes of this report.

5 Partnerships

5.1 None for the purposes of this report.

6 Risk Assessment

6.1 It is necessary to set dates for meetings of the Conservators for the forthcoming year to enable business to be processed.

7 Conclusion and Recommendations

7.1 The Conservators are requested to agree the dates of their first two normal meetings to be held in 2019.

Ward(s) Affected: College Ward; Woodcote Ward;

FORWARD PLAN FOR CONSERVATORS' ITEMS

Head of Service/Contact: Amardip Healy, Chief Legal Officer

Annexes/Appendices (attached): **Annex 1** - Forward Plan 2018/19

Other available papers (not attached): none

Report summary

This report set out a list of anticipated reports to be considered by the Conservators and the meeting to which it is intended the matters be reported.

Recommendation (s)

(1) That the Conservators note the forward plan for items.

1 Background

1.1 The forward plan for Conservators items will be updated and reported to each meeting. It is intended to provide members with an overview on upcoming reports.

2 Proposals

2.1 A forward plan of anticipated reports is attached at **Annex 1**.

3 Financial and Manpower Implications

3.1 There are no direct financial or manpower implications for the purposes 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 There are no direct implications for the purposes of this report.

5 Sustainability Policy and Community Safety Implications

5.1 There are no implications for the purposes of this report.

6 Risk Assessment

- 6.1 Good planning facilitates timely effective decision-making in the achievement of the Conservators' targets.

7 Conclusion and Recommendations

- 7.1 The Conservators are asked to note the forward plan for items set out in **Annex 1**, which will be reported regularly to the Conservators and updated as necessary.

Ward(s) Affected: College Ward; Woodcote Ward;

EPSOM AND WALTON DOWNS CONSERVATORS FORWARD PLAN

January 2019

Budget and precepts 2019/20

Epsom Downs racing season 2019 – approvals

Head Downskeeper's Report

March 2019

Proposed events on the Downs

Head Downskeeper's Report

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