

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 17 June 2019 at 7.30 pm

Council Chamber, 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

Andrew Cooper, Jockey Club Racecourses (the Company)
Councillor Lucie Dallen, (the Council)
Simon Durrant, Jockey Club Racecourses (the Company)
Simon Dow, Horserace Betting Levy Board (the Levy Board)
Councillor Liz Frost, (the Council)
Councillor Bernice Froud, (the Council)
Councillor Jan Mason, (the Council)
Councillor Steven McCormick, (the Council)
Nigel Whybrow, Jockey Club Racecourses (the Company)
Councillor Clive Woodbridge, (the Council)

Yours sincerely



Clerk to the Conservators

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

AGENDA

1. MEMBERSHIP, APPOINTMENT OF CHAIRMAN AND APPOINTMENT OF VICE CHAIRMAN OF THE CONSERVATORS (Pages 3 - 6)

This report confirms the membership of the Epsom and Walton Downs Conservators and requests the appointment of a Chairman and Vice Chairman.

2. MINUTES OF PREVIOUS MEETING (Pages 7 - 10)

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held 15 April 2019 (attached) and to authorise the Chairman to sign them.

3. PROGRESS REPORT (Pages 11 - 14)

This report provides an update on the following matters: Derby 2019 de-brief report, Hack Sand Track, Jockey Club review.

4. FINAL ACCOUNTS 2018-19 (Pages 15 - 30)

This item presents the Conservator's final accounts for the financial year 2018/19.

5. RURAL DEVELOPMENT GROWTH PROGRAMME FOR ENGLAND APPLICATION FOR FUNDING (Pages 31 - 48)

Following a successful Expression of Interest for EU rural funding to support the development of visitor signage and appropriate infrastructure on Epsom & Walton Downs, the Conservators in October 2018 agreed to support the development of a full EAFRD application bid based on the project identified within the Expression of Interest and a budget of £6,300 was approved to develop the full application.

This report seeks authority to submit the full application for funding.

6. APPOINTMENT OF REPRESENTATIVE TO THE EPSOM AND WALTON DOWNS TRAINING GROUNDS MANAGEMENT BOARD (TGMB) (Pages 49 - 50)

The Conservators are requested to nominate a representative to the Epsom and Walton Downs Training Grounds Management Board.

MEMBERSHIP, APPOINTMENT OF CHAIRMAN AND APPOINTMENT OF VICE CHAIRMAN OF THE CONSERVATORS

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

Annexes/Appendices (attached):

Other available papers (not attached): Epsom and Walton Downs Regulation Act 1984

Report summary

This report confirms the membership of the Epsom and Walton Downs Conservators and requests the appointment of a Chairman and Vice Chairman.

Recommendation (s)

- (1) That the following appointments to the Membership of the Conservators by the constituent bodies be noted:**
 - **Epsom and Ewell Borough Council (the Council): Councillors Lucie Dallen, Liz Frost, Bernice Froud, Jan Mason, Steven McCormick and Clive Woodbridge;**
 - **Jockey Club Racecourses (the Company): Andrew Cooper, Simon Durrant and Nigel Whybrow;**
 - **Horserace Betting Levy Board (the Levy Board): Simon Dow.**
- (2) That the Conservators appoint a Chairman to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2020.**
- (3) That the Conservators appoint a Vice Chairman to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2020.**

1 Membership of the Conservators

- 1.1 The arrangements for appointment and term of office for members of the Epsom and Walton Downs Conservators is defined within the Epsom and Walton Downs Regulation Act 1984. Section 6 of the Act sets out that the Conservators shall have 10 Members, appointed by the constituent bodies as follows:

- 1.1.1 6 Members appointed by “the Council” (Epsom and Ewell Borough Council),
- 1.1.2 3 Members by “the Company” (Jockey Club Racecourses) and
- 1.1.3 1 Member by “the Levy Board” (Horserace Betting Levy Board).
- 1.2 The Clerk has received confirmation of the following appointments from the constituent bodies:
 - 1.2.1 **The Council:** Councillors Lucie Dallen, Liz Frost, Bernice Froud, Jan Mason, Steven McCormick and Clive Woodbridge;
 - 1.2.2 **The Company:** Andrew Cooper, Simon Durrant and Nigel Whybrow;
 - 1.2.3 **The Levy Board:** Simon Dow.

2 Appointment of Chairman and Vice Chairman

- 2.1 That the Conservators appoint a Chairman and a Vice Chairman to hold office for the next year, until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2020.

3 Financial and Manpower Implications

- 3.1 None arising from the contents of this report.
- 3.2 **Chief Finance Officer’s comments:** None arising from the contents of this report.

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

- 4.1 The Membership of the Epsom and Walton Downs Conservators as detailed within this report is in accordance with the provisions of the Epsom and Walton Downs Regulation Act 1984.
- 4.2 **Monitoring Officer’s comments:** None arising from the contents of this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 None arising from the contents of this report.

6 Partnerships

- 6.1 No implications arising from this report.

7 Risk Assessment

- 7.1 A lack of clarity over the membership of the Conservators is likely to lead to significant legal, financial, administrative and reputational risks to the Conservators. It is therefore important that membership arrangements are confirmed, and are in accordance with the Epsom and Walton Downs Regulation Act 1984.

8 Conclusion and Recommendations

- 8.1 The Conservators are requested to note the appointments to their membership by the constituent bodies, and appoint a Chairman and Vice Chairman for the next year.

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

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 15 April 2019**

PRESENT -

Councillor Liz Frost (Chairman); Simon Durrant (Epsom Downs Racecourse) (Vice-Chairman); Andrew Cooper (Epsom Downs Racecourse), Simon Dow (Horserace Betting Levy Board), Councillor Robert Foote, 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 and Councillor Lucie Dallen

Officers present: Kathryn Beldon (Chief Executive), Ian Dyer (Head of Operational Services), Bob Harding (Head Downskeeper) and Tim Richardson (Committee Administrator)

31 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Conservators held on 28 January 2019 were agreed as a true record and signed by the Chairman.

32 MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST

The Conservators received a report asking them to note the current situation on issues raised previously. Updates on the following matters were provided: Hack Sand track at the foot of Walton Downs; Bid for European Agricultural Fund for Rural Development funding (EAFRD); Championship Horseracing.

Following consideration, it was resolved:

- (1) That the Conservators noted the current situation on issues raised previously.**

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

The Conservators received a report providing them with an update on items considered by the Epsom and Walton Downs Training Grounds Management Board. Updates on the following matters were provided: Cyclists on the Downs, Equine Influenza, Epsom trained winners.

The following matter was considered:

- a) **Risk assessment for Racehorses in training on the Downs.** The Conservators considered issues surrounding cycling on the Downs, noting the view of racehorse trainers that recent changes to dog walking had been big improvements, and that some activity by cyclists created a significant health and safety risk to horses in training. It was noted that Simon Dow would provide the Council's Head of Operational Services with a risk assessment for racehorse training on the Downs, for consideration when reviewing the role of the Downskeepers.

Following consideration, it was resolved:

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

34 REPORT OF THE HEAD DOWNSKEEPER

The Conservators received the report of the Head Downskeeper. It included: Downskeepers' Hut break in, clearance of a fallen tree and new signs. The Conservators thanked the Council's Ranger Service and the Downskeepers for their prompt action in clearing the large fallen tree.

Following consideration, it was resolved:

- (1) **That the Conservators noted the report of the Head Downskeeper.**

35 PROPOSED EVENTS ON EPSOM DOWNS

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

Following consideration, it was resolved:

That the Conservators:

- (1) **Granted approval to the following events on the Downs:**

- **EDMAC Cloud Tramp Event (Saturday 3 August 2019)**
- **The Terrier Derby (Sunday 25 August 2019)**
- **Surrey Men's Cross Country League (Saturday 9 November 2019)**
- **Epsom College Inter House Cross Country (Thursday 21 November 2019)**
- **Mole Valley Orienteering Club (Thursday 23 January 2020).**

- (2) **Noted the Calendar of Events for 2019/20.**

- (3) **Noted the fees and charges to be applied to each event subject to the event being approved.**

36 DATE OF MEETINGS IN 2019

The Conservators received a report setting out the dates of their normal meetings to be held in 2019.

Following consideration, it was resolved:

- (1) **That the Conservators agreed to hold meetings on the following dates:**

- **Monday 17 June 2019 at 18.00 hours**
- **Monday 14 October 2019 at 18.00 hours**

37 VOTE OF THANKS

The Chairman thanked the Conservators, advisors and Officers for their support and assistance over the past 4 years. The Conservators thanked the Chairman for all her work on their behalf over the same period.

The meeting began at 6.00 pm and ended at 6.26 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

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PROGRESS REPORT

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): **Annex 1** – Derby 2019 de-brief provided by Epsom Downs Racecourse
Other available papers (not attached):

Report summary

This report provides an update on the following matters: Derby 2019 de-brief report, Hack Sand Track, Jockey Club review.

Recommendation (s)

(1) That the Conservators note the contents of the Progress Report.

1 Introduction

- 1.1 Updates on the following matters are provided for the Conservators' information.

2 Derby 2019 de-brief report

- 2.1 Simon Durrant, General Manager of Epsom Downs Racecourse has provided a Derby 2019 de-brief report for the Conservators' information. This is attached at **Annex 1**.

3 Hack Sand Track Update

- 3.1 Officers have again requested an update from the Horserace Betting Levy Board and are awaiting an response.

4 Jockey Club Review

- 4.1 Notification has been received from the Jockey Club that they are undertaking a review on roles and responsibilities particularly in relation to health and safety. A request to contribute to the review has been made to the Jockey Club on behalf of the Conservators.

5 Financial and Manpower Implications

5.1 None arising from the contents of this report.

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

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

6.1 None arising from the contents of this report.

6.2 **Monitoring Officer's comments:** None arising from the contents of this report.

7 Sustainability Policy and Community Safety Implications

7.1 None arising from the contents of this report.

8 Partnerships

8.1 No implications arising from the contents of this report.

9 Risk Assessment

9.1 No implications arising from the contents of this report.

10 Conclusion and Recommendations

10.1 The Conservators are requested to receive and note the contents of this report.

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

**Investec Derby Festival 2019
General Manager, Epsom Downs Racecourse**

De-brief Report for Conservators

Event Build-up

Good weather in the lead up to the event was greatly appreciated by the team building the Festival, firm ground and no need for additional metal trackway or woodchip made for a good start! The Clerk of the Course could have done with more rain in the forecast but he and the team still managed to deliver a fantastic racing surface!

Traveller Arrival

The caravan site manager arrived with approximately 12 caravans on Thursday 23rd May, a day earlier than planned. However, the site was ready and we were happy that the site could be occupied. No other issues were raised during their stay, our security having a good working relationship with the site manager at all times.

Course Damage

On the evening of Sunday 26th May, a vehicle was involved in an accident on the internal road around Tattenham Corner. It is believed that the driver was driving too fast, losing control of his vehicle and crashing through running rail/crowd barrier leading onto the course. Fortunately, no damage was sustained to either the driver or passenger, or the racecourse itself. However, extensive damage was caused to the running rail and this had to be repaired by third party contractors before the race meeting.

As a result of this incident, a request was made (and approved by Conservators) to close the gate leading up to the top car park at 5pm for the remainder of the week. Should this accident have occurred nearer racing, it would have been very difficult to resolve and would have had an impact on our ability to race.

A request to close this road in the same way for 2020 will be sought through Conservators. This will be done at the same time that permissions are requested for the other items such as temporary fencing, funfair location and road closures etc.

Event

The Festival provided two fantastic days of racing and entertainment culminating in Anapurna, Defoe and Anthony Van Dyck sealing their names in the history books. An unveiling of a Lester Piggott bronze by The Queen was only just topped by having two Queens in the Parade Ring just before the Derby – the other Queen part of a swarm of bees that took fancy to a newly varnished sign!

Event Breakdown

Once again, good dry weather has helped the teams breaking down the event. Our clean-up of the Downs has gone well and I am not aware at this stage of any issues raised by Trainers or local residents. We shall of course continue to check areas for any sign of litter or glass over the coming days and react to any requests that come into us from users of the Downs.

May I take this opportunity to thank Downskeepers and Rangers who assisted throughout the period, their help and support greatly appreciated.

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FINAL ACCOUNTS 2018-19

Head of Service/Contact: Lee Duffy, Treasurer to the Conservators
Annexes/Appendices (attached): **Annex 1** – 2018/19 Cost Centre Accounts
Annex 2 – Financial Statements 2018/19
Annex 3 – Annual Governance and Accountability Return 2018/19

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

Report summary

This item presents the Conservator's final accounts for the financial year 2018/19.

Recommendation (s)

- (1) That the final accounts for 2018/19 be received, subject to external audit.
- (2) That the Conservators approve the Annual Governance Statement as set out in section 1 of Annex 3 to this report.
- (3) That the Conservators consider and approve the Accounting Statements as set out in section 2 of Annex 3 to this report.
- (4) That the Conservators confirm that the arrangements for the internal audit as set out in this report are effective for auditing purposes.
- (5) That the Chairman and Clerk be authorised to sign the Annual Governance Statement and the Accounting Statements on behalf of the Conservators.

1 Introduction

- 1.1 This report presents the Conservators' final accounts for the year ended 31 March 2019.

- 1.2 The revenue account is attached at Annex 1 and details income and expenditure for the year compared to the original budget and the forecast reported in January 2019.
- 1.3 The financial statements are attached at Annex 2 and the Annual Governance and Accountability Return, which requires approval of the Conservators, is attached at Annex 3.
- 1.4 The Annual Governance and Accountability Return will be subject to external audit between July and September 2019.

2 Revenue account for 2018/19

- 2.1 Overall, net expenditure was £374,951 compared to the original budget of £391,590, resulting in a surplus for the year of £16,639, which will be transferred to the working balance.
- 2.2 At Q3, a deficit of £2,433 had been forecast; the main variances to budget and the forecast are shown in the following table.

Explanation of variances	£
Car Park repairs – no expenditure in the year due to scarcity of materials.	-4,000
Reduction in spend on electricity at Keepers Hut, as an accurate meter reading was taken following a period of estimated readings/bills.	-1,108
Favourable credits were received for Tattenham Corner water and electricity accounts, as accurate meter readings were taken following a period of estimated bills. These credits were partially offset by an increase in maintenance and repairs.	-3,154
Underspend on contract payments at the Derby Gypsy Caravan Site	-1,965
Reduction in anticipated running costs for Central Expenses	-2,666
Reduction from Q3 forecast due to delay in start of consultant work on EAFRD project application	-6,300
Reduction from Q3 forecast as Operational Services SLA recovery charged on budget	-3,956

3 Repairs and Renewals Fund

- 3.1 The balance on the fund at 31 March 2019 was £36,001, following a budgeted contribution in year of £4,700 and interest earned of £243, as shown in the following table:

	£
Balance brought forward 1 April 2018	31,057
Budgeted contribution in 2018/19	4,700

Interest on balance (0.68% interest rate)	243
Balance carried forward 31 March 2019	36,001

4 Financial Implications

- 4.1 The working balance stood at £66,224 at 31 March 2019 (£49,585 as at 31 March 2018).
- 4.2 The balance sheet debtor is Epsom and Ewell Borough Council who holds the working balance and renewals fund reserve. The Council credits interest on these sums to the Conservators' account on the average return on the Council's investments, which for 2018/19 was 0.68%.

5 Internal Audit

- 5.1 During 2018/19 RSM UK provided internal audit services to Epsom & Ewell Borough Council.
- 5.2 All financial transactions for the Conservators are processed through Epsom and Ewell Borough Council's financial systems and transactions recorded on the Council's financial management system.
- 5.3 During their tenure RSM UK prepared a risk-based audit strategy and an annual audit plan, which covered all of the Council's core financial systems
- 5.4 The Audit Plan was submitted annually to Epsom and Ewell Borough Council's Audit, Crime & Disorder & Scrutiny Committee who act as an audit committee under the Council's constitution.
- 5.5 The Audit, Crime & Disorder & Scrutiny Committee also receive quarterly audit progress reports and a year-end assurance report.
- 5.6 From 01 April 2019, Southern Internal Audit Partnership have been appointed by Epsom and Ewell Borough Council to provide internal audit services to the Council, which includes completion of the Internal Audit Report within the Conservator's Annual Governance and Accountability Return.
- 5.7 The role and scope of the Southern Internal Audit Partnership is detailed within the Internal Audit Charter which was presented to the Audit, Crime & Disorder & Scrutiny Committee on 16 April 2019.
- 5.8 Where appropriate the Southern Internal Audit Partnership have taken assurance from the work of Epsom & Ewell Borough Council's internal auditors during 2018/19 in their sign-off of the Annual Governance and Accountability Return.

6 Annual Governance and Accountability Return

- 6.1 Smaller Bodies in England must complete and submit an annual return, known as the Annual Governance and Accountability Return (AGAR) to the appointed external auditor. PKF Littlejohn LLP are the appointed external auditor to all relevant smaller authorities in Surrey for 5 years from 2017/18. The AGAR for the year ending 31 March 2019 is attached at Annex 3.
- 6.2 Any significant changes to the AGAR following external audit will be reported back to the Conservators.
- 6.3 Each smaller authority is required by law:
 - 6.3.1 To prepare Accounting Statements for the year ended 31 March 2019 in the form required by proper practices (the relevant AGAR, Part 1, 2 or 3)
 - 6.3.2 To approve and publish the AGAR including Accounting Statements
 - 6.3.3 To provide for the exercise of public rights
 - 6.3.4 To publish the AGAR, including the signed external auditor's report, by 30 September 2019.
- 6.4 With regard to the AGAR, the Conservators will note that:-
 - 6.4.1 The detailed budget is submitted to the Conservators each year prior to contributions being levied from constituent bodies.
 - 6.4.2 Officers monitor the account as part of the Council's budget monitoring arrangements with quarterly monitoring reports and monthly reviews of major variances.
 - 6.4.3 The Treasurer presents a mid-year monitoring report to the Conservators.
 - 6.4.4 The Treasurer presents a year-end report to the Conservators.
 - 6.4.5 All transactions are subject to the Council's financial management and internal control arrangements.
 - 6.4.6 The Council's financial processes and operational activity are subject to risk profile as part of the audit needs assessment.

7 Previous audit of the accounts for the year ended 31 March 2018

- 7.1 PKF Littlejohn LLP completed the external audit of the accounts for the year ended 31 March 2018.

- 7.2 The auditors concluded that the accounts had been prepared in accordance with proper practices and raised no matters of concern.
- 7.3 The accounts and audit documents are published on the Council's website, in accordance with the Accounts and Audit Regulations 2015, at <https://www.epsom-ewell.gov.uk/financialreports>

8 Risk Assessment

- 8.1 The working balance of £66,224 at the year-end is approximately 18% of net expenditure and is considered adequate for meeting unforeseen expenditure. The Conservators will need to assess further withdrawals from the working balance to ensure sufficient funds are available.
- 8.2 An updated Risk Register was provided at the meeting on 8th October 2018.

9 Proposals

- 9.1 It is proposed that:-
 - 9.1.1 The final accounts for 2018/19 be received
 - 9.1.2 The Conservators approve the Annual Governance Statement
 - 9.1.3 The Conservators approve the Accounting Statements
 - 9.1.4 The Conservators confirm that the arrangements for internal audit as set out in this report are effective for the purpose of the Committee.
 - 9.1.5 The Chairman and Clerk be authorised to sign the Annual Governance Statement.

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

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EWDC Year End Budget Monitoring 2018/19				
<u>2017/18</u> <u>Outturn</u>		<u>2018/19 Budget</u>	<u>2018/19 Outturn</u>	<u>2018/19 Outturn</u> <u>Variance</u>
£		£	£	£
	<u>Grounds Maintenance</u>			
48	Maintenance of Grounds	620	0	-620
2,235	Car Park Repairs	4,000	0	-4,000
3,554	Tree Maintenance Schedule	3,250	3,500	250
0	Transport and Plant repairs & mtce.	1,000	0	-1,000
9,902	Fuel	9,000	9,530	530
2,502	Spot hire of vehicles	1,000	702	-298
0	Transport fleet recharge	0	0	0
1,715	Transport Insurance recharge	1,770	1,634	-136
2,560	Hire of paladins	2,560	2,560	0
1,142	Disposal of Waste	1,180	2,070	890
28,000	EWDC Grounds/Transport fleet SLA NJMC	28,840	28,840	0
51,657	Sub-Total	53,220	48,836	-4,384
	<u>Keepers Hut</u>			
39	Maintenance of grounds	0	14	14
6,500	Water main remedial works	0	0	0
1,525	Kier engineering and fab	1,300	1,545	245
0	Building and M&E maintenance	500	0	-500
1,518	Electricity	1,500	392	-1,108
734	Rates	730	756	26
603	Water dispenser costs	400	401	1
147	TV Licence	150	151	1
0	General office expenses	100	14	-86
937	Insurance recharges	900	930	30
12,002	Sub-Total	5,580	4,204	-1,376
	<u>Central Expenses</u>			
28,000	Additional pension contribution	30,900	28,000	-2,900
0	Kier engineering and fab	0	12	12
-5,000	Contribution to Repairs& Renewals Fund	4,700	4,700	0
0	EAFRD Project Funding	0	0	0
0	Contribution to Working balance	0	0	0
250	Purchase of memorials	0	0	0
1,111	Clothing & uniforms	600	556	-44
1,074	External Audit	1,000	350	-650
416	Miscellaneous expenses	1,000	1,035	35
565	General office expenses	2,000	495	-1,505
18,563	VAT payments	18,000	17,391	-609
226,440	OS SLA recovery EWDC	226,440	226,440	0
28,150	Management costs SLA rec	28,150	28,150	0
1,145	Insurance	1,200	1,240	40
506	Internal audit	500	500	0
301,220	Sub-Total	314,490	308,869	-5,621
	<u>Derby Gypsy Caravan Site</u>			
4,485	Contract Payments	5,500	3,535	-1,965
4,485	Sub-Total	5,500	3,535	-1,965
	<u>Tattenham Corner conveniences</u>			
590	Planned Maintenance costs	0	0	0
669	Vandalism Repairs	500	1,233	733
0	OOH Ad hoc call outs	0	372	372
824	Kier Engineering and fabric recharges	700	979	279
389	Building and M&E maintenance	2,000	2,542	542
2,673	Electricity	1,600	-2,823	-4,423
2,982	Business Rates	3,430	3,072	-358
1,811	Water Charges	400	-339	-739
10,761	Kier Cleaning contract recharges	10,370	10,752	382
1,666	Insurance recharges	1,700	1,757	57
22,365	Sub-Total	20,700	17,546	-3,154
391,729	Gross Expenditure	399,490	382,990	-16,500

Agenda Item 4 Annex 1

	Income:			
-5,782	Hire charges	-5,600	-5,226	374
-1,906	Interest on Balances	-1,800	-1,813	-13
-1,000	Misc. income	-500	-1,000	-500
-8,688	Income	-7,900	-8,039	-139
383,040	Net Expenditure	391,590	374,951	-16,639
	Precepts:			
-227,890	Borough Council	-234,960	-234,960	0
-37,980	Training Board	-39,160	-39,160	0
-113,940	Epsom Racecourse	-117,470	-117,470	0
-379,810		-391,590	-391,590	0
3,230	Surplus (-) / Deficit in Year	0	-16,639	-16,639
52,816	Balance b/fwd 1 April	49,585	49,585	
49,585	Balance c/fwd 31 March	49,585	66,224	

Financial Statements 2018/19 (Subject to Audit)

EPSOM AND WALTON DOWNS CONSERVATORS
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019

	2017/18 £'000	2018/19 £'000
Income:-		
Interest on Balances	2	2
Other Income	7	6
Epsom and Ewell Borough Council Precept	228	235
Epsom Down Racecourse Precept	114	117
Epsom and Walton Downs training Board Precept	38	39
	388	400
Expenditure:-		
Employees	28	28
Premises	37	22
Transport	9	17
Suppliers and Services	26	25
Third Party Payments	4	4
Support Services	287	288
	392	383
Surplus for the year	-3	17
Balance Brought Forward at 1 April	53	50
Balance Carried Forward at 31 March	50	66

Financial Statements 2018/19

EPSOM AND WALTON DOWNS CONSERVATORS
BALANCE SHEET AS AT 31 MARCH 2019

31 March 2018			31 March 2019	
£'000	£'000		£'000	£'000
		FIXED ASSETS		
	0	Plant and Equipment		0
		CURRENT ASSETS		
0		Debtors (General)	0	
112		Debtors (Epsom and Ewell B.C.)	123	
112			123	
		LESS: CURRENT LIABILITIES		
31	81	Creditors	20	102
	81			102
		Represented By:-		
		RESERVES		
	31	Repairs and Renewals Fund		36
	0	Capital Adjustment Account		0
	50	Revenue Balance		66
	81			102

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

EPSOM AND WALTON DOWNS CONSERVATORS

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input type="checkbox"/>	N/A
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	Not applicable <input checked="" type="checkbox"/>		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY 16th MAY 2019

DD/MM/YY

IONA BOND INTERNAL AUDITOR

Signature of person who carried out the internal audit

IONA BOND

Date 16/05/19/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

EPSOM AND WALTON DOWNS CONSERVATORS

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.epsom-ewell.gov.uk

EPSOM AND WALTON DOWNS CONSERVATORS

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	88,675	80,642	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	379,810	391,590	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8,886	8,282	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	28,000	28,000	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	368,729	350,290	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	80,642	102,224	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	111,689	122,515	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	0	0	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

BJ Bradley SIGNATURE REQUIRED

Date

28/05/19

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

In respect of

EPSOM AND WALTON DOWNS CONSERVATORS

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

RURAL DEVELOPMENT GROWTH PROGRAMME FOR ENGLAND APPLICATION FOR FUNDING

Head of Service/Contact:

Amardip Healy, Chief Legal Officer

Annexes/Appendices (attached):

Annex 1: Full Application Status Report,
dated 7 June 2019

**Other available papers (not
attached):**

Report summary

Following a successful Expression of Interest for EU rural funding to support the development of visitor signage and appropriate infrastructure on Epsom & Walton Downs, the Conservators in October 2018 agreed to support the development of a full EAFRD application bid based on the project identified within the Expression of Interest and a budget of £6,300 was approved to develop the full application.

This report seeks authority to submit the full application for funding.

Recommendation (s)

That the Conservators agree:

- (1) to note progress of the European Agricultural Fund for Rural Development (EAFRD) bid based on the Expression of Interest;**
- (2) to the submission of the full EAFRD application bid;**
- (3) to maximise the proportion of the grant which can be used to fund new signage by asking Epsom and Ewell Borough Council to arrange for the installation of all new signage and the removal of any redundant signs;**
- (4) that in the event that a bid is successful, to delegate to the Clerk to the Conservators, in consultation with Chair and the Vice Chair, the approval of and completion of any contract or funding agreement with the Rural Payment agency for an award of funding.**

1 Background

- 1.1 The Epsom and 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 has 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 The overarching theme of the Expression of Interest is set out in para 1.10 of Annex 1. The aim was 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', para 1.11, Annex 1.
- 1.4 With the use of infrastructure and signage, visitors would be able to confidently navigate over the 600 acres of open space and would serve to educate visitors on the importance and heritage of the horse race industry.
- 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-Minimus rules, notionally £175,000 at prevailing exchange rates. Public sector applications are not limited by De-Minimus but the Rural Payments Agency (RPA), 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 Conservators submitted an Expression of Interest for a bid of £142,500 predicated on a private sector contribution of £7,500 from the Jockey Club and £20,000 revenue funding from the Conservators.

2 Progress Update

- 2.1 The full application status report is contained at Annex 1. The June 2019 update on the project is set out from para 2. The proposal, if agreed, is to submit the final bid by the end of June.
- 2.2 The EAFRD funding is 100% predicated around developing the visitor economy therefore all the project interventions must be viewed through this perspective, rather than the additional benefits around safety and replacement of signage, way markers etc. To have any chance of success in securing the EAFRD grant funding the project must focus on creating a leisure "product" for walkers, riders and cyclists visiting the Epsom Downs.

- 2.3 The application proposal focusses on delivering the stated aim and the first three objectives within our Expression of Interest (and not D), which are outlined at para 1.11, Annex 1, namely:

Our aim

To sustainably develop the 600 acre Epsom and 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.
- 2.4 This will be delivered via the introduction of an extensive package of new interpretation and information signage, way markers, simple seating and leisure route development across the Downs intervention area. These will be in keeping with the rural context of the Downs and primarily manufactured from quality hardwoods and natural materials. Further details are outlined in Annex 1 to this report.
- 2.5 The case will be made to the RPA for the deletion of objective D: *provide three iconic gateways to the Downs included within the Expression of Interest for the following reasons:*
- (i) The obvious roundabout location outside the main stands presents significant civil engineering challenges that would in themselves utilise most of the grant budget as well as adding a huge extra complexity in dealing with service utilities and highway authorities, thereby adversely impacting the project's deliverability
 - (ii) A selection of alternative locations for iconic statues or structures was considered although indicative costs of commissioning such works again appear prohibitively expensive in relation to the total budget and wider stated project delivery requirements.

- (iii) Feedback from other EAFRD projects indicates that commissioning creative artwork is an extremely difficult process in which to adhere to the RPA's strict procurement rules. The requirement to have three like-for-like quotations is virtually impossible when procuring something that is a creative object.
- 2.6 Our experienced Economic Development Advisors advise that the key parts for a successful outcome at this stage of the process are:
 - 2.6.1 meeting all the EFRD fund criteria including a robust business case, the strength of the applicant,
 - 2.6.2 the ability to deliver within the contract period and
 - 2.6.3 to have a legacy plan in place for ongoing maintenance and
 - 2.6.4 show a wide range of evidenced partner and stakeholder support for the project.
- 2.7 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 for well-developed and well-supported projects with the ability to deliver the agreed outputs.

3 Financial and Manpower Implications

- 3.1 Current indicative costings which are being finalised for the whole of the area including all the main access points onto the Downs but excluding signage removal, delivery, installation and VAT (which would be irrecoverable), are coming in at circa £160,000-£170,000.
- 3.2 The draft specification has included all crossover points and conflict areas, plus a number of viewpoints within the Downs in terms of additional seating, but any additional requirement for combinations of finger post arms and wayfinder icons may add to the indicative costing.
- 3.3 The indicative costings are expected to exceed the provisional capital budget of £150,000 specified in the EoI, which provisionally consists of £142,500 from EAFRD and £7,500 from the Jockey Club.
- 3.4 Experience with the RPA in other applications is that if a compelling case is made to increase the stated EoI budget based on more accurate costings and evidenced justification, such an increase in budget can sometimes be achieved.

- 3.5 Should such justification not be achieved, the scope and specification of the packages could be proportionally reduced to the original EoI level by focusing on visual identity, interpretation and trails, and priority multi-user intersection areas.
- 3.6 The indicative prices received so far exclude the removal of old signage and costs of installing the new signage. This could amount to 30-40% of the total indicative costs. Discussions are taking place with EEBC whether the hours to do this could be supplied as an in-kind contribution to the project. This in-kind contribution would be 'below the line' from the intervention rate calculation but would maximise the capital grant element. Further discussions are needed, but initial feedback has been supportive.
- 3.7 The design fees for the graphic artwork and mapping, artwork and set-up costs for the racing heritage etched or engraved branding, project management of final siting and installation have yet to be finalised and included.
- 3.8 **Chief Finance Officer's comments:** Should the final costings exceed the budget, in the first instance it is envisaged that additional funding would be requested from the RPA. Were this request unsuccessful, the project team would need to consider either scaling back the specification to within budget, or seek an alternative funding source (none currently identified) to make up any deficit.
- 3.9 At 31 March 2019, the Conservators' working balance reserve stands at £66,224. The Conservators also hold a Repairs and Renewals fund with a balance of £36k, which can be used for unforeseen maintenance works.

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

- 4.1 If the Conservators proceed with the submission and are successful, the Rural Payments Agency will require the parties to enter into a funding agreement to ensure that the project is delivered in accordance with their standard terms and conditions.

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 confidently and 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 include:

7.1.1 Not receiving the required planning consents

7.1.2 Not receiving the required private sector match funding

7.1.3 Our full application is unsuccessful

7.1.4 The EAFRD fund is oversubscribed

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 EAFRD Epsom & Walton Downs EAFRD application is supported and submitted.

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



European Agricultural Fund for Rural Development (EAFRD)

*Welcome to Epsom & Walton Downs – celebrating the
equestrian heritage of this unique landscape*



Full Application Status Report - 7 June 2019

Simon Matthews & Sandra Grant: Matthews Associates UK Ltd

1.0 Background¹

- 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. We 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 was positive.

¹ Extract from Conservators Committee Report October 2018 (updated)

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 was without any commitment.

1.10 The Expression of Interest (Eoi) 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 The 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 into 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 micro website 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, we included two revenue items not ineligible for EAFRD funding but would be needed to deliver the project to its maximum potential:

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 The 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 formal notification was received that you had been invited to submit a full application. Within the letter of invitation, several clarifications were raised by the Rural Payments Agency, mostly technical, that would need to be directly addressed 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 initially wished to have most applications assessed by end of March 2019, therefore the previous indicative project timeframes were: 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 These indicative timeframes in-line with the need for additional scoping and research have now been revised to: Full application submission in end June 2019, RPA assessment by September 2019, Contracts agreed with RPA in October 2019, Project delivery post contract but could be delayed until spring 2020 to allow for suitable weather. The RPA have approved these revisions and are in regular contact with the project consultant.
- 1.18 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 Update June 2019

2.0 We undertook initial meetings with E&E officers, Chairman of the Conservators and representative of the Racecourse and Jockey Club. These were followed up with a partial site visit in January to the key zones within the Eol submission area.

2.1 The proposal to create a number of iconic gateways to the Downs areas was pursued at some length, considering options such as horse themed sculptures, iconic gateway structures. Local and national designers and suppliers were contacted, and the project requirements discussed. After some evaluation of research results, we concluded the following:

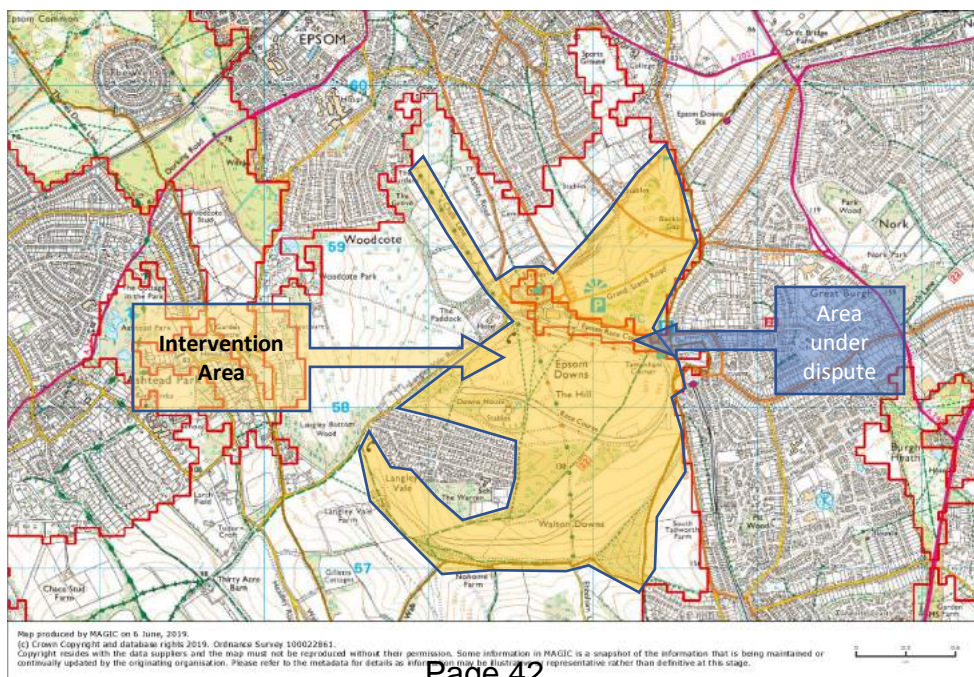
A: The obvious roundabout location outside the main stands presented significant civil engineering challenges that would in themselves utilise most of the grant budget as well as adding a huge extra complexity in dealing with service utilities and highway authorities.

B: Selection of alternative locations for iconic statues or structures was possible although indicative costs of commissioning such works were again looking prohibitively expensive in relation to the total grant budget and wider stated project delivery requirements.

C: Feedback from other EAFRD projects indicated that commissioning creative artwork was an extremely difficult process in which to adhere to the RPA's strict procurement rules. The requirement to have three like-for-like quotations was virtually impossible when procuring something that is a creative object.

2.2 It was therefore decided to continue the project development with the scoping focussing on the underlying rationale of the expression of interest within the stated objectives A, B & C rather than expending more time chasing objective D the iconic gateways. (see 1.11)

2.3 The extent of the intervention site (in orange shading) was to be partially dictated by the eligibility of the area for EAFRD funding (within red lines), this on Defra's 'Magic' mapping site showed a significant discrepancy across the main Tattenham Corner Road (B290) to which we had previously agreed eligibility with the RPA. Owing to changes in personnel within the RPA we again sought formal agreement of this area's eligibility, as would be key to the final application intervention area. This was confirmed via email and entered on our application file that would be sent to the full application assessor.



- 2.4 We undertook an initial site survey of the intervention area from the perspective of a new visitor to the Downs without prior knowledge, only having an Ordnance Survey (Explorer 146 1:25 000 scale) map for reference. This initial survey indicated a number of significant challenges for the project:

A: Ordnance Survey maps only show the national footpath, bridleway and traffic free cycle route networks, alongside some recreational routes with public access. The Down's has a completely separate network of hack routes and permissive routes across the whole intervention area, not shown on the OS maps at any scale.

B: An E&E produced graphic of the Downs hack routes and permissive routes are primarily shown at some entry points on maps which are generally very old and in poor condition. There is a draft newly designed hack route map but it is not yet 100% accurate and a casual visitor would not know of its existence or where to find it.

C: There are some conflicting permissions between OS shown footpaths and official Downs hack routes e.g. footpath no: 49 running parallel with the eastern boundary of Langley Vale is also a hack route, visitors using purely the OS map would only expect pedestrian use along this section of the path, whereas in reality hack riding is permitted.

D: For cyclists there are a number of options, as well as the official bridleway network as shown on the OS map, there is the national cycle route 22 (NCR22) running across the Downs diagonally plus E&E's own 'Bike and Hike' route running predominantly on bridleways but also on permissive routes and hack routes, shown only the E&E website PDF download.

E: Overlaid with the above complexities there are the racecourse gallops and training areas some of which are clearly defined, other less so and some within the training areas are moved by the groundmen depending on grass conditions. In some areas such as adjacent to the Ebisham Lane entry point there are bridleways, hack routes and gallops all running in close proximity in parallel with each other with a plethora of signs and markers.

F: If the above did not cause confusion, the additional layer of time restrictions for certain hack routes and wider time restrictions for dog walkers, would challenge the most dedicated of leisure user. One such junction has a combination of national bridleway, Bike & Hike, unrestricted hack route, restricted hack route and racecourse gallop all within a few metres of each other. We have not included zone for flying model aircraft.

- 2.5 In light of the above we have undertaken two more detailed site visits, one accompanied by members of the Operational Services Team to help give us additional narrative to our surveys. To date we have taken around 200 photos of the intervention area, specifically focusing on the main junctions and routes.
- 2.6 We have also been looking at the available mapping of the area which currently encompasses a number of sources, all not necessarily showing the same information:

Ordnance Survey Explorer 146 1:25 000 (<https://www.ordnancesurvey.co.uk>)

Defra Magic Mapping (<https://magic.defra.gov.uk>)

Public footpaths – Surrey Interactive Map (<http://surreymaps.surreycc.gov.uk/public/viewer.asp>)

Public Bridleways - Surrey Interactive Map (<http://surreymaps.surreycc.gov.uk/public/viewer.asp>)

Public cycle routes - Surrey Interactive Map (<http://surreymaps.surreycc.gov.uk/public/viewer.asp>)

National Cycle Route 22 – Sustrans map <https://www.sustrans.org.uk/map-ncn>

Epsom and Ewell Bike & Hike (<https://www.epsom-ewell.gov.uk/RBHB>)

The Downs Hack Routes (New designed map in development)

- 2.7 The site surveys also took on board the feedback from the Racecourse and Jockey Club regarding conflict between leisure users and professional users, especially during the morning restricted periods. We took particular note of the sectors north of Tattenham Corner Road including the viewpoints along Grandstand Road with a view to assess how best to promote these for casual leisure use during the restricted periods.
- 2.8 The site surveys have revealed a plethora of signs, markers, posts and boards of varying designs, ages, conditions and ownerships all across the project intervention area. Most are permanent but some are only put in place at specific hours by the Downskeepers. A previous signs audit undertaken by the Operational Services Team a few years ago was especially useful in helping us quantify the scale of the challenge to effectively signpost the Downs to accommodate all users.
- 2.9 The hack route markers shown by coloured arrows and red crosses are the most confusing to a casual leisure user, as are bespoke to the Downs and have some colour conflicts with national signage e.g. a yellow arrow on the Downs designating no hack access before midday, whereas nationally a yellow arrow indicates a footpath open to walkers only. Many of the hack route markers are damaged or have had their direction arrow overlays removed.
- 2.10 To try and unpick this high complex intervention area we initially manually marked up the Defra Magic map and identified the areas of conflict where walkers, cyclists, leisure riders and potentially professional riders could come together. We have now started work with a graphic designer to create a series of maps and map layers showing the various designations and conflict zones which will be needed as supporting evidence for the full application. The initial draft is shown below, which is being developed over the coming weeks with multiple layers to identify the various designations.



- 2.11 Parallel with this we have been researching potential suppliers of signage, interpretation boards, way markers, rural seating and litter bins who could supply the project. These have been contacted for initial guide pricing to help with the project development.

3 The Current Proposal

- 3.0 The EAFRD funding is 100% predicated around developing the visitor economy therefore all our project interventions must be viewed through this perspective, rather than the underlying rationale around safety and replacement of signage, way markers etc. To have any chance of success in securing the EAFRD grant funding the project must focus on creating a leisure 'product' for walkers, riders and cyclists visiting the Epsom Downs.
- 3.1 Our experience in securing nearly £600k EAFRD grant funding for West Sussex County Council Downslink project and over £210k for a local vineyard is that we need to meet all the EAFRD fund criteria head on. We need to show a solid business case, the strength of the applicant, the ability to deliver within the contract period and to have a legacy plan in place for ongoing maintenance. We will also need to show a wide range of evidenced partner and stakeholder support for the project.
- 3.2 Our current proposal focused on delivering the stated aim and first three objectives within the EoI, as covered earlier, we will make a case to the RPA for the deletion of objective D:

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.

- 3.3 This will be delivered primarily via the introduction of an extensive package of new interpretation boards, information signage, way markers, simple seating and leisure route development across the Downs intervention area. These will be in-keeping with the rural context of the Down primarily manufactured from quality hardwoods and natural materials.
- 3.4 We have had preliminary discussions with the Head of Planning at E&E and at present she believes such signs packages should be covered under Permitted Development within the Planning Act. This also seems to concur with the terms of the Parliamentary Act for the Downs which makes reference the provision of notices and signs. Although both Acts are subject to individual interpretation, we believe the installation of such infrastructure for the public good and safety should meet both Act requirements. We need to submit a formal request to the Head of Planning to secure a letter of confirmation of this for our full application.
- 3.5 In order to quantify the range of financial funding we would need to deliver such an extensive package of new signage infrastructure across the intervention area we produced an indicative draft specification to secure initial draft costings from selected suppliers. These costing estimates are now being received and evaluated.

3.6 The indicative packages include the following items:

<p>Please note these are indicative and not final designs they are to show the sort of materials available to the project within our anticipated budget.</p>	
	<p>Entrance Signs at the key access points into the Downs. Designs can incorporate simple stylised carved or etched 'branding' of the Downs and its racing heritage. Boards can have full colour mapping in UV protected panels. Reverse of signs can accommodate statutory bylaw notices.</p>
	<p>Interpretation boards, designed to be lower than entrance signage, tilted at an angle lectern-style to aide viewing at viewpoints and larger uprights at key points including the main car parks. Information panels can be map based but with annotations to show highlighted points of interest or items of educational value. Again, can be branded with the chosen design and at selected sites.</p>
	<p>Warning signs, at present the warning signs at conflict points especially with gallops are poor quality and in poor condition. This type of high quality, heavy duty wooden sign would be an option to replace the warning signs at gallops and training areas.</p>
	<p>Finger signs, there is a need for multiple finger signs across the whole intervention area, some will need various marker infills designating the differing route types. There will be differing number of arm requirements which has an impact on unit costs.</p>
	<p>Waymarkers, there is need for multiple waymarkers across the whole intervention area including specialist ones for the hack areas as well as ones showing standard bridleways, footpaths and cycle routes. Differing number of infill indicators at multi-user intersection points will impact on unit costs.</p>
	<p>Benches, there are a number of bench options from very plain and functional, through curved shaped to intricate 'interpretation' benches. There are a number of location options with excellent views that would be ideal.</p>

	<p>Wish list, branded litter bins at selected sites. Picnic tables at the Tea Hut with various options available, from traditional ‘heritage’ style to bespoke, and different seating number configurations.</p>
	<p>Mobile signs, there are a number of mobile signs placed across the Downs by the Downkeepers at various times of the day. We would look to include a high-quality robust design within the project remit.</p>

- 3.7 The current indicative costings to install packages of the above across the whole intervention area including all the main access points onto the Downs see 2.10, excluding signage removal, delivery, installation and VAT are coming in at circa **£160,000-£170,000**.
- 3.8 The draft specification has included all crossover points and conflict areas, plus a number of viewpoints within the Downs in terms of additional seating, but the requirement for combinations of finger post arms and wayfinder icons may add to this, alongside items from the core ‘wish list’.
- 3.9 Our experience with the RPA in other applications is that if a compelling case is made to increase the stated EoI budget based on more accurate costings and evidenced justification, such an increase in budget can sometimes be achieved. We would need to look carefully at the application business case to see whether such an increase could be justified.
- 3.10 Should such justification not be achieved, the scope and specification of the packages could be proportionally reduced to the original EoI level by focusing on visual identity, interpretation and trails, and priority multi-user intersection areas.
- 3.11 The indicative prices we have received so far exclude the removal of old signage and costs of installation the new signages. We have been advised that this could amount to 30-40% of the total indicative costs. We are in discussion with E&E whether the man-hours to do this could be supplied as an in-kind contribution to the project. This in-kind contribution would be ‘below the line’ from the intervention rate calculation but would maximise the capital grant element. Further discussions are needed, but initial feedback is supportive.
- 3.12 We will also need to build into these costs any design fees for the graphic artwork and mapping, artwork and set-up costs for the racing heritage etched or engraved branding, project management of final siting and installation.
- 3.13 We have also noted that across the intervention area there is quite a quantity of plastic barriers that are in a very poor condition, many broken, some repaired with gaffer tape and some virtually fallen over. Some of these barriers are used to corral the horses into the gallops and confusingly some are also used to corral leisure users of the pathways away from the gallops. These would be outside the eligibility scope of this project, and would need to be addressed separately.
- 3.14 In terms of match funding the RPA initially expressed a preference for local authority infrastructure bids to show some matched funding, i.e. we showed 5%. Later guidance indicates for projects generating no income the RPA are taking the applications as 100% grant funding but counting the partner match funding as outside the core figures.

- 3.15 This approach should not technically impact our application, we are hoping that the initial request for £20,000 of revenue funding from the conservators (as per October 2018 report) remains, as does the £7,500 contribution from the Jockey Club. This will give the project £27,500 of unrestricted revenue funding to support the pure capital grant from the RPA at whatever level we finally achieve from the current EoI figure of £142,500.

4 Timeframes

- 4.0 Assuming all the above is accepted we are currently preparing the full application including, final costing specifications for quotation, application narrative, financial evidence, business plan, planning evidence, supporting evidence and partner/stakeholder support, plus liaison with the RPA.
- 4.1 We will need to liaise closely with E&E officers over planning status (as previously shown); with the S151 officer over the financial figures required; with the Operational Services Team over the specifics details within the full application; legal over the on-going maintenance commitments post project and procurement to ensure we align with both E&E and RPA procurement rules.
- 4.2 We hope to be able to submit by end of June or very soon after. Our discussions with the RPA indicate a degree of flexibility with the June date if we are waiting for information from suppliers or letters of support etc.

Simon Matthews/Sandra Grant - June 7, 2019

APPOINTMENT OF REPRESENTATIVE TO THE EPSOM AND WALTON DOWNS TRAINING GROUNDS MANAGEMENT BOARD (TGMB)

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

Annexes/Appendices (attached): None

Other available papers (not attached):

Report summary

The Conservators are requested to nominate a representative to the Epsom and Walton Downs Training Grounds Management Board.

Recommendation (s)

- (1) That the Conservators appoint a nominee to the Epsom and Walton Downs Training Grounds Management Board.**

1 Background

- 1.1 The Epsom and Walton Downs Conservators are entitled to appoint a representative ("the Conservators Nominee") as a manager to the Epsom and Walton Downs Training Grounds Management Board (TGMB) under an Agreement establishing the Board.
- 1.2 The TGMB is a body established to manage the racehorse training grounds as training grounds for racehorses and related incidental purposes, at Epsom and Walton Downs. Its membership comprises of nominees from the racing industry, Epsom and Ewell Borough Council, Surrey County Council and Epsom and Walton Downs Conservators.
- 1.3 In previous years, the Conservators Nominee has been the Chairman of the Conservators.

2 Proposals

- 2.1 It is proposed that the Conservators agree to appoint a Member of the Epsom and Walton Downs Conservators to act as their Nominee to the TGMB for the next year.
- 2.2 The TGMB will be asked to ensure it provides the Conservators' Nominee with the support needed to discharge the Nominee's duties under the Agreement.

3 Financial and Manpower Implications

- 3.1 None 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 None arising from the contents of this report.
- 4.2 **Monitoring Officer's comments:** None arising from the contents of this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 There are no direct sustainability of community safety implications arising from this report.

6 Partnerships

- 6.1 The TGMB is a body to which the Conservators are entitled to appoint a Nominee.

7 Risk Assessment

- 7.1 A member appointed to the TGMB needs to ensure that they understand the personal duties that they owe that body. Information and advice relating to this is available from the Training Grounds Management Board and/or the Council's Chief Legal Officer.

8 Conclusion and Recommendations

- 8.1 It is recommended that the Conservators appoint a nominee to the Training Grounds Management Board.

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