

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 28 October 2019 at 6.00 pm

Committee Room 1 - Epsom Town Hall

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

Committee Members

Councillor Liz Frost, the Council (Chairman)
Simon Durrant, Jockey Club Racecourses (the Company) (Vice-Chairman)
Andrew Cooper, Jockey Club Racecourses (the Company)
Councillor Lucie Dallen, the Council
Simon Dow, Horserace Betting Levy Board (the Levy Board)
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

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Information & Assistance:

You are welcome to attend this meeting which is open to the press and public as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. If you have any specific needs, require assistance or reasonable adjustments to be able to attend the meeting, or need further information please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk.

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

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

Mobile telephones

Please switch your mobile telephone to silent mode whilst attending the meeting.

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format compatible with the "read out loud" facility of Adobe Acrobat Reader.

Filming and recording of meetings:

The Conservators allow the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting (members of the Press please contact the Press Office). Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

Those wishing to take photographs or record meetings are asked to read the Council's 'Recording, Photography and Use of Social Media Protocol and Guidance' ([Section 10, Part 5 of the Constitution](#)), which sets out the processes and procedure for doing so.

Security:

Please be aware that you may be subject to bag searches and will be asked to sign in at meetings. Failure to comply with these requirements could mean you are denied access to the meeting. There is also limited seating which is allocated on a first come first serve basis, you should aim to arrive at least 15 minutes before the meeting commences.

Questions from the Public

Questions from the public are not permitted at meetings of the Epsom and Walton Downs Conservators.

AGENDA

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

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 17 June 2019 and Special Meeting on 22 July 2019 (attached) and to authorise the Chairman to sign them.

2. PROGRESS REPORT (Pages 11 - 12)

This report provides an update on the following matters: Hack Sand Track, European Agricultural Fund for Rural Development (EAFRD).

3. EVENTS ON THE DOWNS (Pages 13 - 22)

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

4. USE OF BARBECUES - PROPOSAL FROM EPSOM DOWNS RACECOURSE (Pages 23 - 36)

To consider an application from Epsom Downs Racecourse for the use of barbecues at the Racecourse during Ladies Day, Derby Day and August Bank Holiday race meetings.

5. MID-YEAR BUDGET MONITORING REPORT (Pages 37 - 42)

This item reports on the income and expenditure as at 31 August 2019 and seeks guidance on the preparation of the budget and precept for 2020/21. It also provides an updated Risk Register for 2019/20

6. DATES OF MEETINGS IN 2020 (Pages 43 - 44)

The Conservators are requested to agree the dates of their normal meetings to be held in 2020.

This page is intentionally left blank

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 17 June 2019**

PRESENT -

Councillor Liz Frost (the Council) (Chairman); Simon Durrant (Jockey Club Racecourses (the Company)) (Vice-Chairman); Andrew Cooper (Jockey Club Racecourses (the Company)), Councillor Lucie Dallen (the Council), Councillor Bernice Froud (the Council), Councillor Steven McCormick (the Council), Nigel Whybrow (Jockey Club Racecourses (the Company)) and Councillor Clive Woodbridge (the Council).

In Attendance: Simon Matthews (Matthews Associates)

Absent: Simon Dow (Horserace Betting Levy Board (the Levy Board)) and Councillor Jan Mason (the Council)

Officers present: Kathryn Beldon (Chief Executive), Amardip Healy (Chief Legal Officer), Ian Dyer (Head of Operational Services), Brendan Bradley (Chief Accountant), Tim Weston (Streetcare Assistant Manager), Karen Wilkins (Accountant) and Tim Richardson (Committee Administrator)

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

The Conservators received a report confirming the membership of the Epsom and Walton Downs Conservators and requesting the appointment of a Chairman and Vice Chairman.

Following consideration, it was resolved:

- (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 Councillor Liz Frost as 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 Simon Durrant as Vice Chairman to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2020.**

2 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Conservators held on 15 April 2019 were agreed as a true record and signed by the Chairman.

3 PROGRESS REPORT

The Conservators received a report providing an update on the following matters: Derby 2019 de-brief report, Hack Sand Track, Jockey Club review. The following matter was considered:

- a) **Chafer beetle traps.** Andrew Cooper informed that Conservators that chafer beetle traps placed on the Downs to gauge the level of the local beetle population had been removed by the Racecourse following reports that they had also trapped bees.

Following consideration, it was resolved:

- (1) **That the Conservators noted the contents of the Progress Report.**

4 RURAL DEVELOPMENT GROWTH PROGRAMME FOR ENGLAND APPLICATION FOR FUNDING

The Conservators received a report seeking authority to submit a full application for European Agricultural Fund for Rural Development funding, following a successful Expression of Interest to support the development of visitor signage and appropriate infrastructure on Epsom & Walton Downs.

Following consideration, it was resolved:

The Conservators agreed:

- (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 was successful, to delegate to the Clerk to the Conservators, in consultation with Chairman and the Vice Chairman, the approval of and completion of any contract or funding agreement with the Rural Payment agency for an award of funding.**

5 FINAL ACCOUNTS 2018-19

The Conservators received a report presenting the Conservator's final accounts for the financial year 2018/19.

Following consideration, it was resolved:

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

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

The Conservators received a report requesting the nomination of a representative to the Epsom and Walton Downs Training Grounds Management Board.

Following consideration, it was resolved:

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

The meeting began at 7.30 pm and ended at 8.10 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

This page is intentionally left blank

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 22 July 2019**

PRESENT -

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

Officers present: Kathryn Beldon (Clerk to the Conservators), Amardip Healy (Chief Legal Officer), Ian Dyer (Head of Operational Services) and Tim Richardson (Committee Administrator)

7 ACCESS ARRANGEMENTS FOR CAR PARKS

The Conservators received a report requesting permission to re-open a section of the Tattenham Enclosure Car Park during the summer months and agree delegated authority to deal with urgent requests in relation to the opening and or access of car parks managed by the Conservators.

The following matters were considered:

- a) **Arrangements for Tattenham Enclosure car park re-opening.** It was noted that officers would consult Epsom Downs Racecourse to agree the specific arrangements for the location, any fencing and dates in use for the car park if approval was granted by the Conservators. Officers envisaged that the car park was likely to be opened during the period March – September.

Following consideration, it was resolved:

That the Conservators:

- (1) **approved the re-opening of the Tattenham Enclosure Car Park during the summer months of 2019;**
- (2) **delegated to the Clerk to the Conservators in consultation with the Chairman of the Conservators to determine any urgent request from the land owner, in relation to the opening and or access to the car parks managed by the Conservators.**

The meeting began at 7.30 pm and ended at 7.44 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

PROGRESS REPORT

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

Annexes/Appendices (attached): None

Other available papers (not attached):

Report summary

This report provides an update on the following matters: Hack Sand Track, European Agricultural Fund for Rural Development (EAFRD).

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 Hack Sand Track Update

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

3 European Agricultural Fund for Rural Development (EAFRD)

- 3.1 The full application was submitted on 12 August. The Rural Payments Agency asked for clarification on some technical and narrative points and detailed responses were provided to it. It is estimated that a decision could be made by mid-December.

4 Financial and Manpower Implications

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

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

5.1 None arising from the contents of this report.

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

6 Sustainability Policy and Community Safety Implications

6.1 None arising from the contents of this report.

7 Partnerships

7.1 No implications arising from the contents of this report.

8 Risk Assessment

8.1 No implications arising from the contents of this report.

9 Conclusion and Recommendations

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

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

EVENTS ON THE DOWNS

Head of Service/Contact:	Ian Dyer, Head of Operational Services
Annexes/Appendices (attached):	Annex 1 - Event route maps Annex 2 - Calendar of Events for 2019-20
Other available papers (not attached):	Fees and charges for events on the Downs, agreed 8 October 2018 Event Management Strategy agreed 27 June 2011

Report summary

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

Recommendation (s)

- (1) To note the change of date for the previously agreed event for Mole Valley Orienteering from Saturday 25 January 2020 to Thursday 23 January 2020.
- (2) That the Conservators consider the following proposals to hold events on the Downs:
 - Downs Young Athletes Cross Country League (Sunday 3 November 2019, Sunday 1 December 2019, Sunday 16 February 2020, Sunday 1 March 2020)
 - Sunbeam Motor Cycle Club Ltd – 81st Pioneer Run (Sunday 22 March 2020)
 - North Cheam Baptist Church (Sunday 12 April 2020)
 - Cancer Research Race for Life (Sunday 21 June 2020)and decide whether they wish to grant approval for these events.
- (3) That the Conservators note the Calendar of Events for 2019/20
- (4) That the Conservators note the fees and charges to be applied to each event subject to the event being approved.

1 Event Applications

- 1.1 Applications have been received from four groups/organisations for events on the Downs. Route maps for each of these events are included at **Annex 1**, and an event calendar for 2019-20 is included at **Annex 2**.
- 1.2 All applications have been made by organisations which have run the same or similar events in previous years. The table below details all of the above events.

Event	Organiser	Date	Time	No. of participants	Category of event	No. of years held on the Downs
Boys and Girls Cross Country League	Downs Young Athletes	03/11/19 01/12/19 16/02/20 01/04/20	10:00 – 13:00	60 - 70	A	Over 35 years
81 st Pioneer Run	Sunbeam Motorcycle Club	22/03/20	06:00 – 10:00	325	B	81 years
Easter Church Service	North Cheam Baptist Church	12/04/20	06:45– 7:45	150	U	Over 30 years
Race for Life	Cancer Research Uk Limited	21/06/20	05:00 – 16:00	1500	D	Over 10 years

2 Proposals for upcoming events

- 2.1 The Downs Young Athletes League have a proven track record for delivering sporting events for young people on the Downs. The League are requesting four dates to hold their cross country events. The events are low key and cause minimal disruption to the site or other users.
- 2.2 The Sunbeam Motorcycle Club have started the annual Pioneer Run on the Downs for 80 years. This is a much loved event which takes place at the Tea Hut car park. It is a well managed event which attracts 325 participants and around 400 spectators.
- 2.3 The East Church Service is a short service hosted by the North Cheam Baptist Church. The Service has been held on the Downs for over 35 years and has little or no impact on other Downs users.
- 2.4 Cancer Research's Race for Life has been held on the Downs for over 10 years. Although the event attracts around 2400 participants and spectators it is expertly managed and does not generate any complaints.

3 Change of Date

- 3.1 The Mole Valley Orienteering Club have advised a change of date for their previously agreed event. The event will now be held on Thursday 23 January 2020 as opposed to Saturday 25 January 2020.

4 Financial and Manpower Implications

- 4.1 Events on the Downs are charged in accordance to the Conservators approved charging structure:
- 4.2 If granted approval, the following charges will apply to the above events:

Event	Date	Category of event	No. of participants	Charge	Reinstatement Bond
Boys and Girls Cross Country League	03/11/19	A	60 - 70	£70	£35
	01/12/19			£70	£35
	16/02/20			£70	£35
	01/04/20			£70	£35
81 st Pioneer Run	22/03/20	B	325	£325	£32.50
Easter Church Service	12/04/20	U	150	n/a	n/a
Race for Life	21/06/20	D	1500	£1500	£150

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

- 5.1 All applicants are required to complete a hirer agreement at the time of application. If an application is approved it is subject to the terms and conditions of hire.
- 5.2 ***Monitoring Officer's comments: None for the purposes of this report***

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report

7 Partnerships

- 7.1 None for the purposes of this report

8 Risk Assessment

- 8.1 Each event on Epsom & Walton Downs is requested to submit a risk assessment and public liability documents when applying.

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

9 Conclusion and Recommendations

- 9.1 The Conservators are asked to note the change in date of the Mole Valley Orienteering event
- 9.2 The Conservators are asked to consider the applications for events outlined in this report and to note the events calendar set out in **Annex 2**.

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

Annex 2 – Events Calendar

2019/20 Events Calendar for Epsom & Walton Downs

Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/Spectators	Category of Event	Area affected
Easter Church Service	North Cheam Baptist Church	Sunday 21 April 2019	06:45-07:45	150	4	U	Grandstand Road Car Park
Sponsored Walk	Rotary Club of Banstead	Sunday 5 May 2019	07:30-16:00	65	18	A	London Road, 6 Mile Hill, paths alongside Warren Woodland
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 12 May 2019	10:00 – 14:00	100-200	3	B	Cycle paths and bridleways. The majority of this event takes place elsewhere
Race for Life	Cancer Research Uk Limited	Sunday 23 June 2019	05:00 – 16:00	1650	750	D	Grass/footpaths inside the racecourse and South of Downs House creating a loop
Round the Borough Hike	Epsom & Ewell Borough Council	Saturday 7 September 2019	12:00 – 14:00	Up to 100	3	A	Public footpaths and bridleways. The majority of this event takes place elsewhere
Memory Walk	Alzheimer's Society	Sunday 8 September 2019	07:00 – 17:00	Up to 4000	113	D	Grass/footpaths inside the racecourse and South of Downs House creating a loop
Cloud Tramp	EDMAC	Saturday 3 August 2019	16:00 – 18:00	30	7	U	Epsom Downs within permitted model aircraft flying boundaries
The Terrier Derby	Omni Colour	Sunday 25 August 2019	09:00 – 16:00	70	400	B	In car parking area close to 2 furlong marker
Boys and Girls Cross Country League	Downs Young Athletes	03/11/19	10:30 – 13:00	70	40	A	Grass/foot paths inside the race course and South of Downs House: the run will lead past the Stand, looping anti-clockwise on the inside of the racecourse for U11s. U13/15 runners will take the same route, with a deviation South of Downs House.
Cross Country League	Surrey Men's Cross Country League	Saturday 9 November 2019	12:30 – 17:00	400	75	C	Paths leading up to Beech Wood, Sherwood's canter and grass footpaths inside the racecourse and South of Downs House creating a loop

Annex 2 – Events Calendar

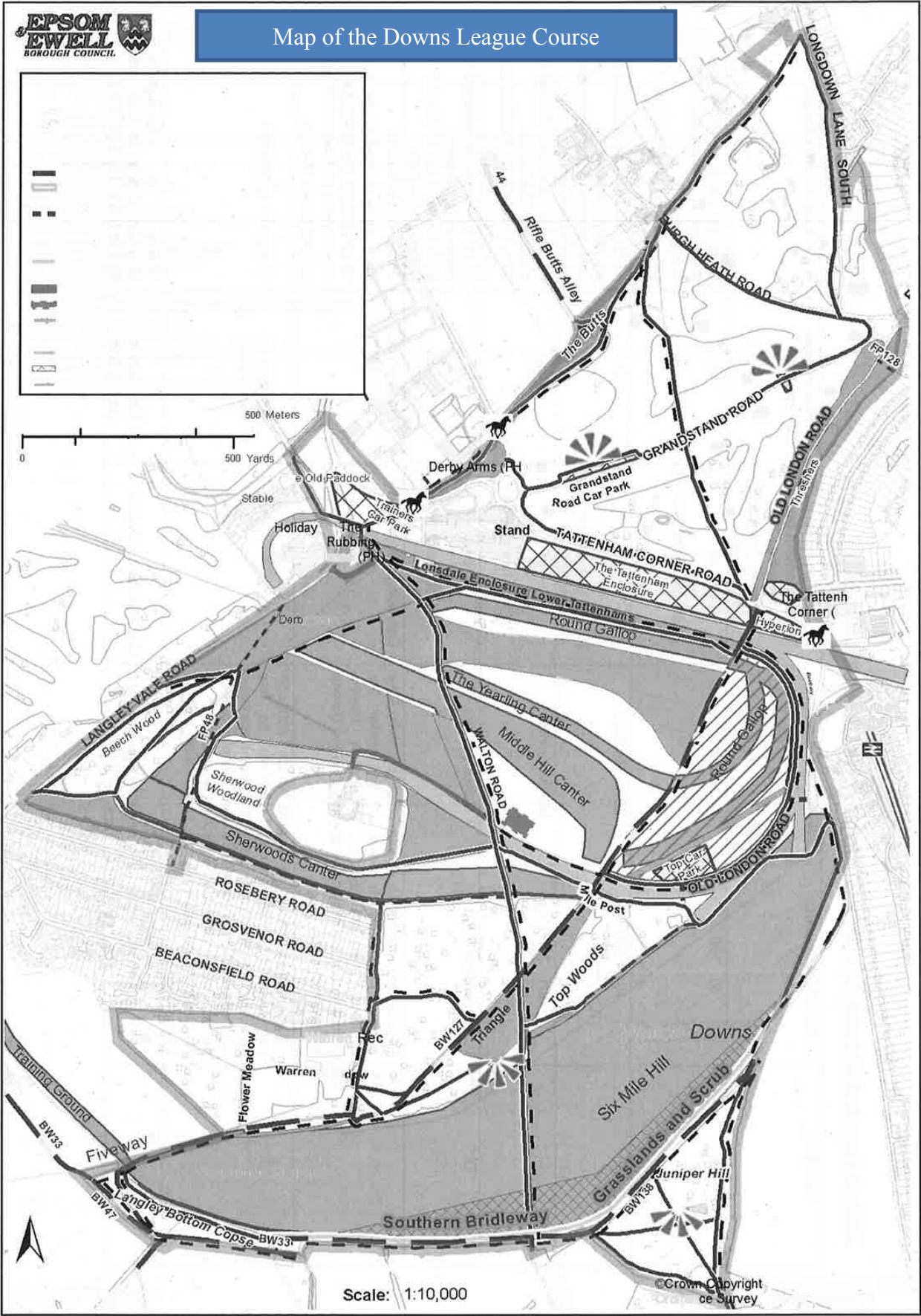
Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/Spectators	Category of Event	Area affected
5K & 10k Running Race	First Stride Events	Sunday 10 November 2019	09:30 – 13:00	300	45	B	Epsom Downs, The Hill and Warren Woodland
Cross Country Run	Epsom College	Thursday 21 November 2019	12:00 – 16:00	700	50	C	Lay-by on Derby Stables Road, Walton Road grass foot/paths South of Downs House
Boys and Girls Cross Country League	Downs Young Athletes	01/12/19	10:30 – 13:00	70	40	A	Grass/foot paths inside the race course and South of Downs House: the run will lead past the Stand, looping anti-clockwise on the inside of the racecourse for U11s. U13/15 runners will take the same route, with a deviation South of Downs House.
Orienteering Event	Mole Valley Orienteering Club	Thursday 23 January 2020	15:00 – 22:00	40	3	A	Old London Road Car Park, Epsom Golf Club, Langley Vale Road, All areas of woodland, Walton Road, Juniper Hill, Epsom & Walton Downs.
Boys and Girls Cross Country League	Downs Young Athletes	16/02/20	10:30 – 13:00	70	40	A	Grass/foot paths inside the race course and South of Downs House: the run will lead past the Stand, looping anti-clockwise on the inside of the racecourse for U11s. U13/15 runners will take the same route, with a deviation South of Downs House.
81st Pioneer Run	Sunbeam Motorcycle Club	22/03/20	06:00 – 10:00	325	400	B	The area behind the Tea Hut for assembly and starting and the area between Tattenham Corner Road and the race course from the Grand Stand to the Drift Bridge roundabout for parking and unloading trailers.
Boys and Girls Cross Country League	Downs Young Athletes	01/04/20	10:30 – 13:00	70	40	A	Grass/foot paths inside the race course and South of Downs House: the run will lead past the Stand, looping anti-clockwise on the inside of the racecourse for U11s. U13/15

Annex 2 – Events Calendar

							runners will take the same route, with a deviation South of Downs House.
Name of Event	Organiser	Date of Event	Time of Event	No of Participants	No of Organisers/Spectators	Category of Event	Area affected
Easter Church Service	North Cheam Baptist Church	12/04/20	06:45– 7:45	150	4	U	Grandstand Road Car Park
Race for Life	Cancer Research Uk Limited	21/06/20	05:00 – 16:00	1500	750	D	Grass/footpaths inside the racecourse and South of Downs House creating a loop

*** EVENTS SHOWN IN BOLD ARE SUBJECT TO APPROVAL FROM EPSOM & WALTON DOWNS CONSERVATORS**

This page is intentionally left blank





USE OF BARBECUES – PROPOSAL FROM EPSOM DOWNS RACECOURSE

Head of Service/Contact:	Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached):	Annex 1 - Application from Epsom Downs Racecourse Annex 2 - Examples of conditions of use
Other available papers (not attached):	Byelaws dated 24.9.2013 Minutes of meetings of the Epsom and Walton Downs Conservators: 27 January 2011, 13 October 2014.

Report summary

To consider an application from Epsom Downs Racecourse for the use of barbecues at the Racecourse during Ladies Day, Derby Day and August Bank Holiday race meetings.

Recommendation (s)

The Conservators are asked:

- (1) to consider the request from Epsom Downs Racecourse to hold barbecues at the Racecourse during Ladies Day, Derby Day and August Bank Holiday race meetings;**
- (2) to consider the options set out in this report at paragraph 2.10;**
- (3) if minded to grant conditional permission, to ask the Council to draw up a scheme, or a set of conditions for the use of barbecues at the Racecourse and to bring such proposed scheme / conditions of use, back to the Conservators for approval.**

1 Background

- 1.1 In January 2011, following a request to hold barbecues at the Racecourse, the Conservators did not feel that they were able to agree to the proposal.

1.2 The relevant Minute from that meeting reads as follows:

“BARBEQUES ON THE DOWNS DURING THE DERBY FESTIVAL. Rupert Trevelyan requested the Conservators to consider whether the use of barbeques should be permitted on The Hill during the Derby festival and August bank holiday race meeting. It was noted that Byelaw 2 (i) (g) currently made it an offence to light any fire on the Downs without the consent of the Conservators.

The proposal was discussed, and it was noted that a small, carefully maintained and cleared-away barbeque might not create any problems. However, it was expressed that in dry weather, even such a barbeque could potentially lead to a larger fire, in addition to the Conservators having no ability to control whether any barbeques permitted would be of appropriate size, or properly maintained. Concern was also expressed that if permission was granted for the Derby and bank holiday meetings, visitors to the Downs could potentially interpret this as a wider approval, and attempt to light barbecues/bonfires on other days.

The Clerk informed the meeting that the Conservators did not have the power to permit only barbecues (and not other fires, such as bonfires) on the Downs due to the wording of the byelaw. This only enabled the Conservators to provide consent to the “lighting of fires” if they so wished.

The Conservators agreed not to provide consent to the lighting of fires on the Downs during the periods requested.”

- 1.3 A further request was received for the October 2014 meeting, for barbecues on the Hill of the Racecourse for Ladies Day, Derby Day and August Bank Holiday race meetings. This request, though granted, was subsequently withdrawn by the Racecourse.

2 Proposals

- 2.1 Epsom Downs Racecourse has submitted a new proposal seeking approval for the use of barbeques on the Hill on 3 race days per year – Ladies Day, Derby Day and August Bank Holiday.
- 2.2 A copy of the proposal, including a plan outlining the proposed barbeque area, is attached at **Annex 1**.

Other public space examples

- 2.3 Epsom & Ewell Borough Council does operate successfully its own 'Barbeque for hire' scheme at Horton Country Park. However, the scheme only allows the onsite barbeques to be used. The use of disposable BBQs is not permitted in any public space within the Borough. Music, loud hailer or PA systems are not permitted on site and customers must bring their own charcoal. Although tents/gazebos are allowed (no larger than 2.4m x 2.4m), the nature and the protection of the Downs needs to be considered and would be different from that of Horton Country Park.
- 2.4 By way of other examples, the London Borough of Sutton, following complaints of anti-social behaviour, excessive littering, and air quality concerns, have now withdrawn their previous barbecue rental scheme, and it is now unlawful to light fires and barbecues in any of Sutton's parks.
- 2.5 Barbecue use in London Fields, Hackney has been suspended this year, as a result of damage, high volumes of rubbish and increases in air pollution in the park during the summer months.
- 2.6 In the case of London Fields, Hackney Council monitored air quality in and near the park during 2018. The results show that barbecuing is likely to be having a negative impact on local air quality, particularly at weekends. They have said:

"On 87% of the busiest days last summer, when residents reported high numbers of barbecues, levels of particulate matter exceeded the 'very high' Daily Air Quality Index (DAQI) criteria for one hour or more.

The data suggests that barbecuing also resulted in longer periods (two or more hours) of 'very high' localised levels of particulate matter pollution during the summer of 2018.

The increasing popularity of London Fields has led to a number of management issues, including, scorched grass, littering and high volumes of rubbish, noise and the use of sound systems, illegal trading, aggression and intimidation towards staff, and people urinating in public."

Source: <https://news.hackney.gov.uk/barbecue-use-in-london-fields-suspended-this-year/>

- 2.7 However, this will be related to high numbers of people regularly using the Park and the nature of the local area (ie: limited access to private outdoor space). The proposal from Epsom Downs Racecourse is for limited days only and therefore the same experiences affecting London Fields and Sutton are unlikely to be the case at the Racecourse.
- 2.8 Some of the key issues for consideration are:

- smoke from barbeques,
- littering and safe disposal of barbeques and hot ashes,
- damage which may be caused not just by the barbeque, but also from the erection of windbreaks and parasols.

2.9 These risks can be managed, for example, if barbecues are raised on a pedestal or legs, it prevents the grass getting burnt and maintains the physical appearance of the space. To properly manage the risks, any grant would require a scheme or conditions of use to be in place.

2.10 The options open to the Conservators include:

- 2.10.1 refuse permission;
- 2.10.2 grant permission without any conditions;
- 2.10.3 grant conditional permission;
- 2.10.4 grant a time limited conditional permission.

2.11 If a conditional permission is considered appropriate, then the conditions or scheme for the use of barbeques would need to be drafted and agreed before any final permission is granted.

2.12 If minded to grant conditional consent, then the Conservators are asked to consider the following matters:

- 2.12.1 the type of conditions which need to be proposed. To assist, copies of examples of other schemes have been included at **Annex 2**.
- 2.12.2 who will be responsible for enforcement of any such conditional grant;
- 2.12.3 an annual report to the Conservators by way of update on the use of barbeques by the Racecourse;

3 Financial and Manpower Implications

3.1 Should the Conservators agree for a scheme to be permitted, it will require additional support both in terms of costs of producing and promoting a scheme, and also in terms of its enforcement, should this fall to the Conservators.

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 The Downs are regulated by the Epsom & Walton Downs Regulation Act 1984. The purpose of the Act is to protect the Downs and put in place arrangements for its management.
- 4.2 Section 11 of the Act allows for the making of byelaws. The Conservators have made such byelaws and the current set of byelaws were approved in accordance with the statutory process on the 24 September 2013.
- 4.3 The current byelaws, provide at byelaw 2(i) (g) the ability of the Conservators to grant consent to the lighting of fires on the Downs,

“2. (i) A person shall not, without the consent of the Conservators, on the Downs:

(g) camp or light fires”
- 4.4 There are a number of local examples where the use of barbecues is permitted, and others where such permission has now been withdrawn. If the Conservators are minded to grant a conditional consent, then the conditions or a scheme for the use would need to be drafted.
- 4.5 The granting of any conditional permission does not set a precedent for other applications. As with any application for permission, it will need to be considered on its own merits. The refusal of any permission does not carry with it any rights of appeal.
- 4.6 ***Monitoring Officer’s comments:*** none arising from the contents of this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 None.

6 Partnerships

- 6.1 None.

7 Risk Assessment

- 7.1 A decision to permit the lighting of fires in an area would inherently carry with it a level of risk to both people and property. Any decision to permit such, must be accompanied with sufficient processes and safeguards to ensure that these risks are mitigated and managed.
- 7.2 Reported issues relating to the use of barbecues in other locations have included anti-social behaviour, excessive littering and air quality concerns. Any decision to permit will need to ensure such matters are fully addressed.

8 Conclusion and Recommendations

- 8.1 The Conservators are requested to consider the proposal submitted by Epsom Downs Racecourse. If minded to grant a conditional permission, the Conservators are asked to consider the nature of such conditional permission both in terms of its duration and also use and enforcement.

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

**APPLICATION FOR USE OF BARBEQUES ON THE HILL – EPSOM DOWNS
RACECOURSE**

Submitted by: Simon Durrant, General Manger, Epsom Downs Racecourse

OUTLINE

During the racing season the racecourse permits vehicles to park on the Hill for three fixtures, Ladies Day, Derby Day and Bank Holiday Monday in August. It is for these three days only that the racecourse exercises its rights of its Premises Licence and permits the sale of alcohol and other related forms of entertainment.

During these days and for a number of years prior to 2012, many visitors were able to enjoy picnics, including barbeques, whilst watching the races. However, post 2013, the Conservators were keen to impose a restriction on visitors having Barbeques due to potential Health & Safety implications and as result of this request, the Jockey Club, working in conjunction with the Conservators and Downs Keepers have curtailed the use of private barbeques. The change in 2013 was one of interpretation, in that prior to that and for as can be remembered the byelaw regarding fires had been interpreted as NOT covering barbeques.

The racecourse is aware that the Conservators have in more recent years interpreted the 1984 Epsom & Walton Downs Regulation Act clause relating to the lighting of fires to include Barbeques. Previous to this, barbeques were unrestricted on the Downs during racedays and although we occasionally had issues with smoke coming across the course, this was managed effectively.

Bylaw 11-(1)g states that

The Conservators may subject to the provisions of this Act make byelaws for the prevention of nuisances, for the preservation of order, for the prevention of damage to the land or anything thereon or therein, and for securing that persons resorting thereto will so behave themselves as to avoid undue interference with the enjoyment of the Downs by other persons and, without prejudice to the generality of the foregoing, such byelaws may be made for any of the following purposes:-

(g) for prohibiting or regulating camping or sleeping on the Downs or the lighting of fires thereon.

However, it has become apparent that the restrictions that are now in place are having a detrimental effect on our visitor numbers, in particular during the Investec Derby Festival and this can be seen by aerial photographs that are taken annually. The racecourse would therefore like to re-introduce the ability to enjoy a barbecue during these three race days and believe that the most pragmatic way forward is to allow them if they are:

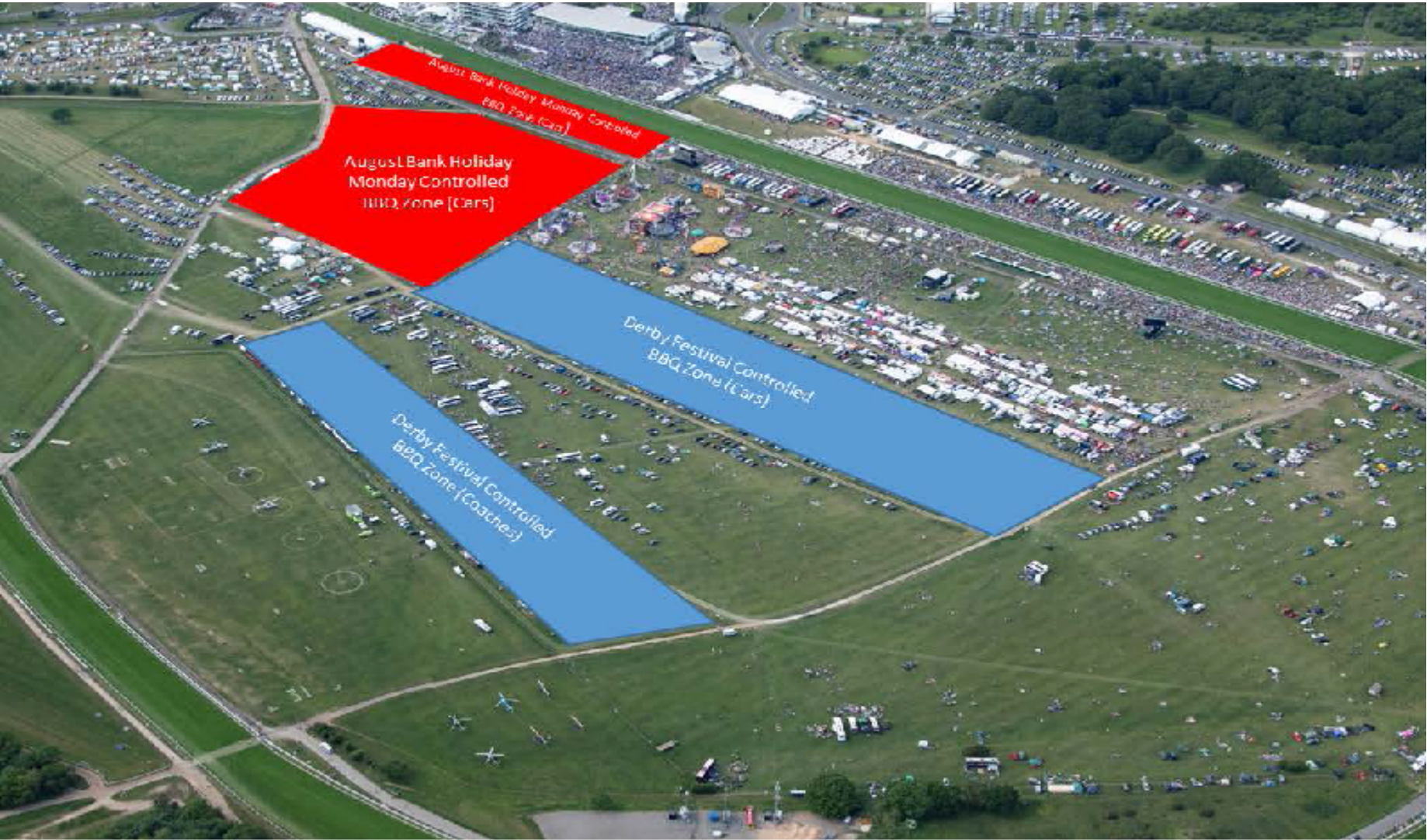
- i. accompanied by the necessary health and safety documentation (applicable to larger group parties). Customers will be provided both in advance of the event and on the day(s) itself a flyer similar to that shown at the end of this report – providing safety advice and warning of potential hazards.

- ii. to provide our own control measures on the Hill, including mobile teams with necessary fire fighting equipment and the staff employed having received the appropriate training and be able to talk to our customers ensuring the safe use (and disposal) of barbeques. During the Derby Festival there is already a considerable amount of control measures in place, including comprehensive CCTV surveillance, mobile stewarding patrols, a large police presence and fire brigade attendance.
- iii. Creation of barbeque "zones" that are suitable stewarded and clearly identifiable through signage/flags. These areas will be controlled through the use of barriers / fencing so as to create a safe area for barbeques and providing suitable means of disposing of waste (including charcoals) at the end of the event.
- iv. are not sat directly on the Downs so as to burn the grass. Barbeques will only be permitted if they are raised off of the ground, through the use of legs or suitable stand.

We request that the Conservators consider this and endorse our future approach for the three days in the year that we "open" the Hill and the evening meetings when we allow vehicles to park along the rail in the Lonsdale enclosure.



Plan



This page is intentionally left blank

BBQs in the park

Guidelines for use of BBQs



Park Rangers and Camden Security patrol our parks and open spaces to ensure the safety of park users and local residents. If they feel a BBQ is not safe and does not follow the guidelines above it will be extinguished.

Choosing your BBQ

- Disposable or gas BBQs are not allowed. Please use reusable charcoal BBQs.
- Only use approved BBQ fuel or firelighters, never use petrol, paraffin or biofuel.

Be safety conscious

- Take some water to put out the BBQ and make sure the BBQ is cool before you try and move it.
- Put your BBQ on level ground away from trees, houses, park furniture and other park users.
- Empty the cooled charcoal and ash in the BBQ charcoal bins/bucket provided.
- Keep children, pets, games and sports well away from the cooking area.
- Never leave the BBQ unattended.

BBQ responsibly

- Be considerate to other park users ensuring your BBQ does not affect others.
- Please don't play amplified music.
- Dispose of all litter properly and recycle your rubbish where possible.

If you intend to hold an event with more than 20 people, with promotion, music, sale of food or alcohol or for additional information visit camden.gov.uk/events

**In case of fire,
always call 999**

Barbecues

You are welcome to have a barbecue in our parks. Please use our tips on how to enjoy them safely.

The decision to allow barbecues has been very popular with residents since it was introduced, particularly during summer months. Below are some guidelines that we ask you to follow:

- If you are planning on having more than 50 people at your barbecue or intend to use a gazebo or play music you will need to apply for a licence. Our EventApp below can help you with this.
- Before starting your barbecue, make sure it is on a stand and not placed directly on the grass.
- We advise you to use 'kettle' type barbecues rather than disposable foil ones – this helps reduce smoke levels.
- Use your barbecue in the centre of the park if there is not a dedicated area - not near homes.
- Take some water to put out the barbecue once it's finished.
- Make sure barbecues are cool before putting them in the bin. Special barbecue disposal bins are available on Highbury Fields.
- Dispose of all litter properly, and recycle your rubbish wherever possible.
- Keep children supervised around the barbecue at all times.

Barbecue area in Highbury Fields

We're consulting on a proposal to introduce a byelaw on the use of barbecues in Highbury Fields. Find out more and have your say.

Please use the **marked barbecue area**

(<https://www.islington.gov.uk:443/-/media/images/content-images/sports-parks-and-trees/highbury-fields-bbq-area-only.jpg?la=en&hash=D23F37AD00B95943920CEDFCCA938D9602FEBA67>)

is on the west side of the field closest to Highbury & Islington station.

We have chosen this spot because we think it best suits the needs of people who want to barbecue while keeping disruption to local residents to a minimum.

If you want to have a barbecue please use this area, follow our guidelines and finish by 9pm.

The council will be looking to introduce regulations on the measures next summer, following a public consultation.

[For more information please read our press release \(https://www.islington.media/news/statement-barbecues-in-highbury-fields\)](https://www.islington.media/news/statement-barbecues-in-highbury-fields)

Anti-social behaviour in parks

The council and police take anti-social behaviour in our parks very seriously. We have a dedicated parks patrol service who will deal with any issues they witness, but you can also [report incidents to the council 24/7. \(/community-safety/anti-social-behaviour/antisocialbehaviourreporting\)](#)

In an emergency always call 999.

If you are planning on having more than 50 people at your barbecue or intend to use a gazebo or play music you will need to apply for a licence. Gas canisters are not allowed unless the canister is under 300g. Our EventApp below can help you with this:

EventApp (<https://www.eventapp.org/islington/>)

Related information

Report anti-social behaviour

[Use this form to report anti-social behaviour \(/community-safety/anti-social-behaviour/antisocialbehaviourreporting\)](#)

Consultation on introducing a new barbecue byelaw on Highbury Fields

[Participate in the consultation on a new barbecue byelaw on Highbury Fields \(/consultations/consultation-on-introducing-a-new-barbecue-byelaw-on-highbury-fields\)](#)

This page is intentionally left blank

MID-YEAR BUDGET MONITORING REPORT

Head of Service/Contact: Lee Duffy, Treasurer to the Conservators
Annexes/Appendices (attached): **Annex 1** – Mid-year monitoring 2019/20
Other available papers (not attached): None

Report summary

This item reports on the income and expenditure as at 31 August 2019 and seeks guidance on the preparation of the budget and precept for 2020/21.

Recommendation (s)

That the Conservators:

- (1) Note the mid-year income and expenditure position as at 31 August 2019;**
- (2) Provide guidance on the preparation of the budget for 2020/21;**
- (3) Note the conclusion of the 2018/19 external audit of the accounts.**

1 Background

- 1.1 The Conservators budget for 2019/20 was agreed at the meeting of 28 January 2019.
- 1.2 This report:
 - 1.2.1 Informs the Conservators of income and expenditure at 31 August 2019;
 - 1.2.2 Provides the Conservators with the opportunity to give guidance on the preparation of the 2020/21 budget;
 - 1.2.3 Informs the Conservators of the conclusion of the 2018/19 audit of the accounts.

2 Mid-Year Income and Expenditure

- 2.1 The attached budget monitoring statement at **Annex 1** shows income and expenditure from 1 April 2019 to 31 August 2019 and provides a forecast outturn position for 2019/20.
- 2.2 Net expenditure is forecast at £416,803, which would result in an overspend of £9,543 against the budget of £407,260. This is mainly due to planned spend of £6,300 for consultants fees in support of the EAFRD funding bid, which the Conservators have budgeted to fund over a four year period.
- 2.3 Increased costs in respect of cleaning and repairs and maintenance have also been incurred at the Downkeepers Hut and Tattenham Corner Conveniences, following new contracts for cleaning and facilities management. Increased expenditure has also been incurred for the disposal of waste as the Jockey Club are now invoicing for skips used on the Travellers caravan site.
- 2.4 The working balance stood at £66,224 at 31 March 2019. The latest forecast of the working balance at 31 March 2020 is £63,261 (which includes the contribution to the working balance of £6,580).

3 Budget Estimates 2020/21

- 3.1 The final column of **Annex 1** provides an indicative budget position for 2020/21. This indicative budget has been prepared ahead of the Council finalising its service estimates and the figures are provisional. Based on the indicative budget, a 2.0% increase in precepts would be required to set a balanced budget for next year.
- 3.2 The main provisional changes from 2019/20 are:
 - 3.2.1 For the Downkeepers Hut, repairs and maintenance and cleaning recharges have increased since new contracts started on 1 April 2019. The budget for repairs and maintenance has increased from £1,345 to £2,250. Cleaning of the hut was not included in the previous contract, therefore, no budget had been set historically for cleaning recharges; this has now been included at £3,940.
 - 3.2.2 Similarly, for the Tattenham Conveniences, repairs and maintenance recharges have increased from £700 to £2,530; however, cleaning recharge budgets have decreased from £11,000 to £9,850.
 - 3.2.3 The Council's Senior Surveyor has confirmed that the new facilities management and cleaning contracts allow for more staff and additional services, and therefore costs have increased since last year.

- 3.2.4 A review of costs across all sites included in the cleaning contract is being undertaken to ensure service provision is at an appropriate level. The Senior Surveyor will advise on any revisions in due course. Provisionally, the 2020/21 budgets incorporate the current monthly charge plus inflation of 2%.
- 3.3 The forecast provides a useful basis to identify the main issues that should be addressed in the budget report in January 2020, and early consideration of the recommended precepts for 2020/21 and any options the Conservators would like to have included in the budget report.
- 3.4 The total provisional increase in the budget from 2019/20 to 2020/21 is £8,150.
- 3.5 A decision will be required in January 2020 on the requested increases in contributions to cover this amount across the three preceptors. An increase in each preceptor's contribution of 2% would create a balanced budget which incorporates an annual contribution to the working budget of £6,580.
- 3.6 Inflation is currently at 1.7% (August 2019 consumer price index). The Government's current inflation target is 2%.

4 Financial and Manpower Implications

- 4.1 **Chief Finance Officer's comments:** Precepts contributions totalling £407,260 in 2019/20 are met by the Borough Council (60%), Epsom Racecourse (30%) and the Training Board (10%).
- 4.2 A 2% increase, if approved by the Conservators and the preceptors, would provide additional contributions of £8,150 in 2020/21 to be met by the Borough Council (+£4,880), Epsom Racecourse (+£2,460) and the Training Board (+£810).
- 4.3 The Repairs and Renewals Fund for vehicles and equipment stood at £36,001 as at 31 March 2019.

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

- 5.1 There are no legal implications arising from this report.
- 5.2 **Monitoring Officer's comments: none arising from the contents of the report.**

6 Risk Assessment

- 6.1 The forecast working balance of £63,261 for 2019/20 is considered adequate for the purpose of meeting unforeseen expenditure and providing a stable level of contribution.

7 Audit of the Accounts 2018/19

- 7.1 The external auditors, PKF Littlejohn LLP, have completed the audit of the account for the year ended 31 March 2019.
- 7.2 The auditors concluded that the accounts had been prepared in accordance with proper practices and raised no matters of concern. As such, no changes are required to the financial position for 2018/19 as reported in June 2019.
- 7.3 The accounts and audit documents have been published on the Council's website in accordance with the requirements of the Accounts and Audit Regulations 2015.

8 Conclusion and Recommendations

- 8.1 The Conservators are requested to note the latest income and expenditure position.
- 8.2 The Conservators are asked to provide guidance on the preparation of the 2020/21 budget, including any options on precepts needed to maintain a balanced budget and any other options they would like covered in the budget report.
- 8.3 The Conservators are also asked to note the conclusion of the 2018/19 audit of the account.

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

Agenda Item 5 Annex 1

EWDC Mid-Year Budget Monitoring 2019/20						
2018/19 Outturn		2019/20 Budget	Actuals to 31/08/19	2019/20 Outturn	2019/20 Forecast Variance	2020/21 Budget Estimates
£		£	£	£	£	£
	Grounds Maintenance					
0	Maintenance of Grounds	600	0	600	0	610
0	Car Park Repairs	4,200	900	4,200	0	4,200
3,500	Tree Maintenance Schedule	3,250	0	3,250	0	3,310
0	Transport and Plant repairs & mntce.	1,000	0	400	-600	500
9,530	Fuel	10,200	1,074	10,200	0	10,000
702	Spot hire of vehicles	1,000	0	1,000	0	1,020
0	Transport fleet recharge	0	0	0	0	0
1,634	Transport Insurance recharge	1,770	0	1,941	171	1,980
2,560	Hire of paladins	0	0	0	0	0
0	Chemicals for weed control	0	354	354	354	0
2,070	Disposal of Waste	1,500	2,872	2,872	1,372	2,930
28,840	Transport fleet SLA NJMC	28,840	0	28,840	0	29,420
0	Internal trade waste fees	2,620	0	2,620	0	2,680
48,836	Sub-Total	54,980	5,200	56,277	1,297	56,650
	Keepers Hut					
14	Maintenance of grounds	0	0	0	0	0
1,545	Engineering and fabric recharges	1,345	768	2,200	855	2,250
0	Building and M&E maintenance	500	1,550	2,000	1,500	2,040
392	Electricity	1,500	580	1,500	0	1,500
756	Rates	800	773	773	-27	790
0	Cleaning contract recharges	0	1,008	3,860	3,860	3,940
401	Water dispenser costs	600	46	600	0	600
151	TV Licence	155	0	155	0	160
14	General office expenses	100	62	100	0	100
930	Insurance recharges	900	0	921	21	940
4,204	Sub-Total	5,900	4,788	12,109	6,209	12,320
	Central Expenses					
28,000	Additional pension contribution	28,000	0	28,000	0	28,000
12	Engineering and fabric recharges	0	0	0	0	0
4,700	Contribution to Repairs& Renewals Fund	5,000	0	5,000	0	4,500
0	Purchase of memorials	0	0	0	0	0
556	Clothing & uniforms	600	406	600	0	610
0	Consultants Fees (EAFRD Project Funding)	6,580	0	6,580	0	6,580
0	Contribution to Working Budget	0	0	6,300	6,300	0
350	External Audit	1,000	70	1,030	30	1,020
1,035	Miscellaneous expenses	1,000	270	1,000	0	1,020
0	Non-grant EAFRD Project revenue costs	0	0	7,500	7,500	0
495	General office expenses	2,000	324	2,000	0	1,000
17,391	VAT payments	18,000	0	18,000	0	18,360
226,440	OS SLA recovery EWDC	233,230	0	233,230	0	237,900
28,150	Management costs SLA rec	28,570	0	28,570	0	29,140
1,240	Insurance	1,200	0	1,200	0	1,220
500	Internal audit	500	0	500	0	510
308,869	Sub-Total	325,680	1,070	339,510	13,830	329,860
	Derby Travellers Caravan Site					
3,535	Contract Payments	5,500	0	5,500	0	5,500
3,535	Sub-Total	5,500	0	5,500	0	5,500
	Tattenham Corner conveniences					
0	Planned Maintenance costs	0	0	0	0	0
1,233	Vandalism Repairs	500	-162	500	0	510
372	OOH Ad hoc call outs	0	0	0	0	0
979	Engineering and fabric recharges	700	888	2,480	1,780	2,530
2,542	Building and M&E maintenance	2,000	604	2,000	0	2,040
-2,823	Electricity	1,600	225	1,600	0	1,630
3,072	Business Rates	3,600	3,142	3,142	-458	3,210
-339	Water Charges	2,000	98	1,000	-1,000	1,020
10,752	Cleaning contract recharges	11,000	2,567	9,656	-1,344	9,850
1,757	Insurance recharges	1,700	0	1,739	39	1,770
17,546	Sub-Total	23,100	7,363	22,117	-983	22,560
382,990	Gross Expenditure	415,160	18,421	435,513	20,353	426,890
	Income:					
-5,226	Hire charges	-5,600	-2,250	-5,600	0	-5,780
-1,813	Interest on Balances	-1,800	0	-1,800	0	-1,840
-1,000	Misc. income	-500	0	-500	0	-3,860
0	Contribution to EAFRD Project from Jockey Club	0	0	-7,500	-7,500	0
-8,039	Income	-7,900	-2,250	-15,400	-7,500	-11,480
374,951	Net Expenditure	407,260	16,171	420,113	12,853	415,410
	Precepts:					
-234,960	Borough Council	-244,360	0	-244,360	0	-249,240
-39,160	Training Board	-40,730	0	-40,730	0	-41,540
-117,470	Epsom Racecourse	-122,170	0	-122,170	0	-124,630
-391,590		-407,260	0	-407,260	0	-415,410
-16,639	Surplus (-) / Deficit in Year		0	16,171	12,853	0
49,585	Balance b/fwd 1 April	66,224	66,224	66,224		53,371
66,224	Balance c/fwd 31 March	66,224	50,053	53,371		53,371

This page is intentionally left blank

DATES OF MEETINGS IN 2020

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

Report summary

The Conservators are requested to agree the dates of their normal meetings to be held in 2020.

Recommendation (s)

- (1) That the Conservators agree to hold their normal meetings in 2020 on the following dates:
- Monday 27 January 2020 at 18.00 hours**
- Monday 22 June 2020 18.00 hours**
- Monday 9 November 2020 18.00 hours**

1 Background and proposals

- 1.1 It is suggested that the Conservators agree to hold their normal meetings in 2020 on the following dates:
- Monday 27 January 2020 at 18.00 hours
- Monday 22 June 2020 18.00 hours
- Monday 9 November 2020 18.00 hours

2 Financial and Manpower Implications

- 2.1 None for the purposes of this report.

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

3.1 None for the purposes of this report.

4 Sustainability Policy and Community Safety Implications

4.1 None for the purposes of this report.

5 Partnerships

5.1 None for the purposes of this report.

6 Risk Assessment

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

7 Conclusion and Recommendations

7.1 The Conservators are requested to agree the dates of their normal meetings to be held in 2020.

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