

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 25 November 2019 at 6.00 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

Councillor Liz Frost, the Council (Chairman)
Simon Durrant, Jockey Club Racecourses (the Company) (Vice-Chairman)
Andrew Cooper, Jockey Club Racecourses (the Company)
Simon Dow, Horserace Betting Levy Board (the Levy Board)
Councillor Bernice Froud, the Council
Councillor Jan Mason, the Council
Councillor Steven McCormick, the Council
Councillor Lucie McIntyre, the Council
Stephen Wallis, 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. EVENTS ON THE DOWNS (Pages 5 - 16)

This report provides details of event requests to be considered by the Conservators.

This page is intentionally left blank

EVENTS ON THE DOWNS

Head of Service/Contact: Ian Dyer, Head of Operational Services

Annexes/Appendices (attached): **Annex 1** – Route Maps
Annex 2 – Events Calendar 2019/20
Annex 3 – Table of Approved Events

Other available papers (not attached):

- Review of Fees and charges, agreed 8 October 2018
- Event Management Strategy agreed 27 June 2011

Report summary

This report provides details of event requests to be considered by the Conservators.

Recommendation (s)

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

- (1) Tadworth Ten Running Race;
- (2) The Vale Primary School.
- (3) Rotary Club of Banstead Sponsored Charity Walk;

1 Background

- 1.1 After the Conservators meeting on 28 October 2019, it was discovered that two applications for the Tadworth Ten Running Race and the Rotary Club of Banstead had been submitted in time to be presented to the Conservators at that meeting, but due to a clerical error the events were mistakenly left out of the report.
- 1.2 The event organisers were contacted and the event paperwork was kindly resubmitted and the Conservators are now asked to consider these events at this special meeting.

- 1.3 In addition, a request has recently been received from The Vale Primary School who are seeking permission for 30 children and teachers to walk across the Downs on their return to school after attending an event at The Grandstand.

2 Event Applications & Proposals

- 2.1 Applications have been received from three groups for events on the Downs. Route maps the Tadworth Ten running event and the Rotary Club of Banstead Charity Walk are shown in **Annex 1**.

- 2.2 A summary of the event is set out in the table below:

Event	Organiser	Date	Time	No. of participants and spectators	Category of event	No. of years held on the Downs
Tadworth Ten Running Race	Tadworth Athletic Club	Sunday 5 January 2020	10:00-16:00	650	C	Over 10 years
Walk across the Downs	The Vale Primary School	Tuesday 03 March 2020	12:30 – 16:00	30	A	n/a
Charity Walk	Rotary Club of Banstead	Sunday 10 May 2020	07:30-16:00	65	A	Over 23 years

- 2.3 The Tadworth Ten running race which has been held on the Downs for over ten years. The event is expertly hosted by Tadworth Athletics Club. The Tadworth Ten race is a two lap, ten mile run which is 50% on grass and trails, 50% road and path.
- 2.4 The race starts at the two furlong post on Epsom Downs, the first mile goes through the middle of the Downs before reaching the first of two laps. The next 1.5 miles climbs to Walton on the Hill. At Walton on the Hill the next two miles is on road and path.
- 2.5 Race Headquarters are based at the Duchess Stand at Epsom Downs racecourse and this has been booked separately with the Racecourse events team.

Rotary Club Sponsored Walk

- 2.6 An application has been received from the Rotary Club of Banstead to hold a sponsored charity walk on the Downs. Walkers start at staggered intervals anytime from 8:30-10am and walks 8.5 miles across the Downs at their own pace. This event has taken place annually on the Downs for over 23 years without incident.

The Vale Primary School

- 2.7 30 teachers and pupils from The Vale Primary School wish to walk back to school across the Downs after they have attended an event at the Grandstand. The group plan to walk to the Grandstand via Langley Vale Road but would prefer to walk back to school via the Downs. The walk will take place after 12 noon to avoid conflict with horses in training.

Event Calendar

- 2.8 By way of information, the event calendar for 2019-20 is included at **Annex 2**, a table setting out the number of events approved against the suggested limits identified in the Events Strategy is shown in **Annex 3**.

3 Financial and Manpower Implications

- 3.1 Events on the Downs are charged in accordance to the Conservators approved charging structure:

- 3.2 If granted approval, the following charges will apply to the above event:

Event	Date	Category of Event	No of Participants	Charge	Reinstatement Bond
Tadworth Ten	Sunday 5 January 2020	C	600	£600	£60
The Vale Primary School	Tuesday 3 March 2020	A	30	£30	£25
Rotary Club of Banstead Charity Walk	Sunday 10 May 2020	A	65	£65	£32.50

- 3.3 **Chief Finance Officer's comments:** The current forecast of income from hire charges for 2019-20 is based on events approved prior to this report. Any additional events approved will result in a small increase in income (up to £812.50). The final accounts for 2019-20 will be reported in June 2020.

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

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

4.2 **Monitoring Officer's comments:** none for the purposes of this report.

5 Sustainability Policy and Community Safety Implications

5.1 None for the purpose of this report

6 Partnerships

6.1 None for the purpose of this report

7 Risk Assessment

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

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

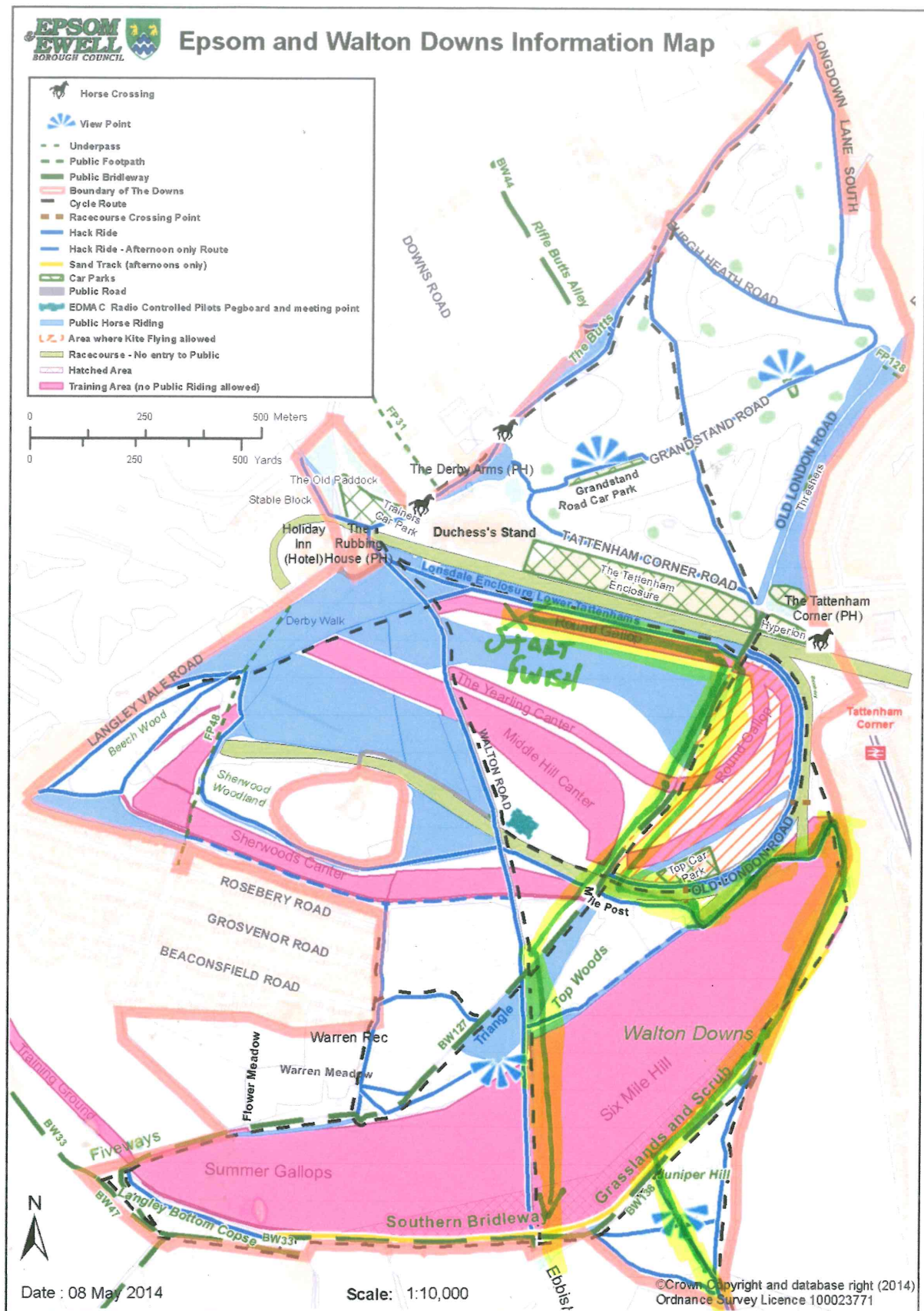
8 Conclusion and Recommendations

8.1 The Conservators are asked to consider the applications for the Tadworth Ten running event, Rotary Club of Banstead Charity Walk and The Vale Primary School walk across the Downs as outlined in this report.

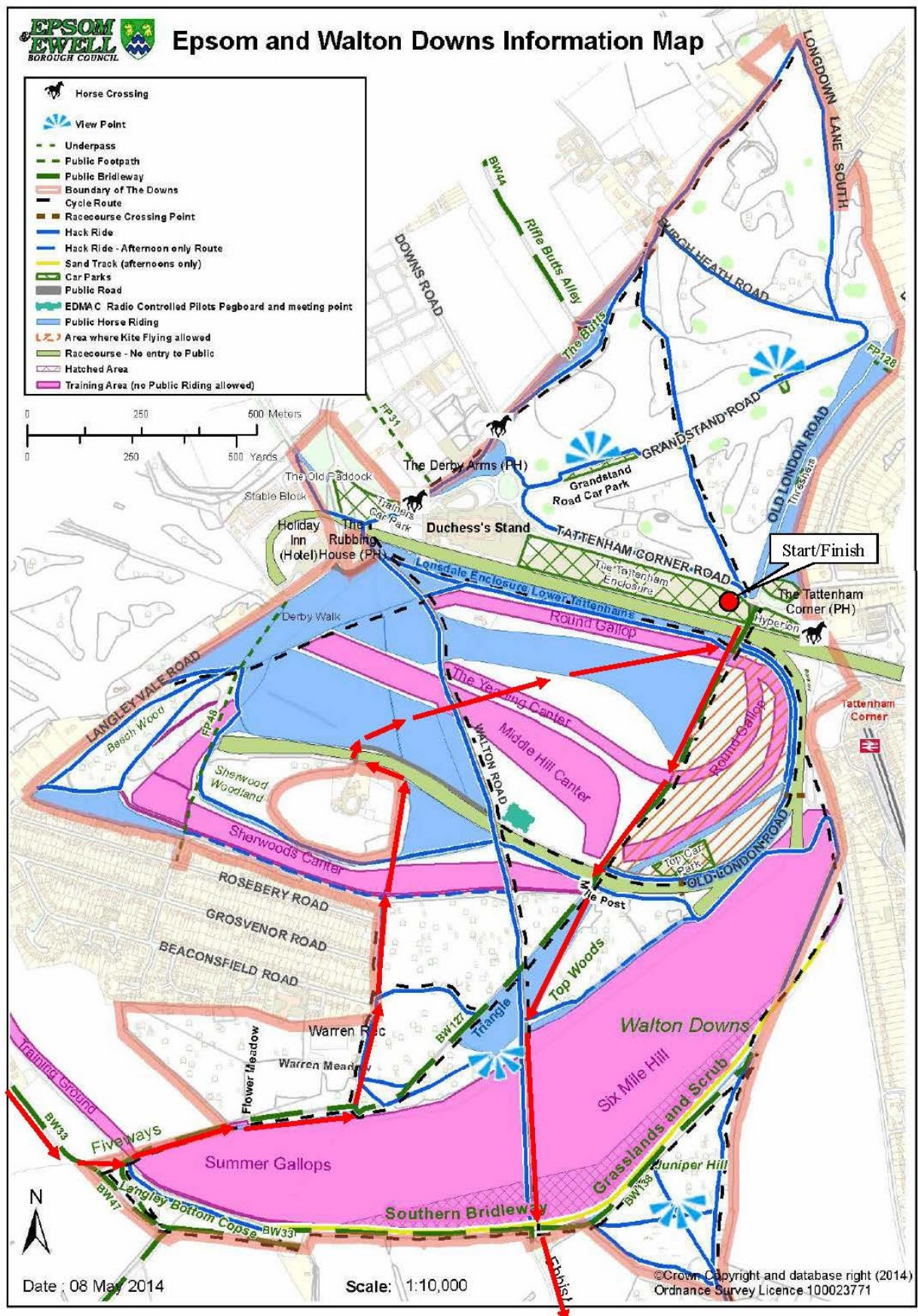
8.2 The Conservators are asked to note the events calendar set out in **Annex 2** and the Table of Approved events set out in **Annex 3**.

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

TADWORTH TEN ROUTE MAP



ROTARY CLUB OF BANSTEAD ROUTE MAP



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
Tadworth Ten	10 mile running race	Sunday 5 January 2020	10:00-16:00	600	50	C	Epsom Downs Racecourse, Ebbisham Lane
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.
81 st 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.

Annex 2 – Events Calendar

The Vale Primary School	Educational visit	03/03/20	12:30-13:30	30	0	U	Walking back to The Vale School, Langley Vale across the Downs
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 runners will take the same route, with a deviation South of Downs House.
Easter Church Service	North Cheam Baptist Church	12/04/20	06:45– 7:45	150	4	U	Grandstand Road Car Park
Sponsored Walk	Rotary Club of Banstead	Sunday 10 May 2020	07:30-16:00	65	18	A	London Road, 6 Mile Hill, paths alongside Warren Woodland
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

Category	No of participants, organisers and spectators	Likely impact	Suggested Limit as outlined in Event Strategy	Current Number of events on Calendar	Number of events on Calendar if the proposed events are approved
A	30 - 100	Low	10	7	9
B	100 - 500	Low/Medium	10	4	
C	500 - 1000	Medium/High	5	2	3
D	More than 1000	Considerable (may need to be considered as an "event" under the Act)	On application	3*	
S	<p>This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users. These include, and are not limited to:</p> <p>Events taking place on public highways which run across and adjacent to the Downs for which organisers may request the use of the Downs car parks to serve as a venue for registration.</p> <p>Events taking place on adjacent land owned by the Racecourse or Epsom & Ewell Borough Council (such as the Warren Recreation Ground) for which organisers may request permission to cross the Downs to gain access.</p> <p>Events taking place in lay-bys (such as the release of pigeons) but may cause disruption or incident to other Downs users.</p>		On application	0	
U	<p>This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman. Examples of this could be a group of eight walkers with no spectators or a request for filming involving a small crew.</p>		On application	3	

* Please note this includes two Race for Life events one for 2019 and one for 2020

This page is intentionally left blank