

PROPOSED EVENTS ON EPSOM DOWNS

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

Other available papers (not attached):

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

Report summary

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

Recommendation (s)

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

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

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

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

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

1 Event Applications

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

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

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

- 1.3 The Serbia's Forgotten Paws Charity Walk, The Rotary Club of Banstead's Sponsored Walk and the Round the Borough Hike events are expected to have very little if any impact on the Downs and other users of the Downs, and so have been rated as category A.
- 1.4 The Surrey Mens Cross Country League, First Stride 5km & 10km running events and the Round the Borough Bike event attract higher numbers of participants but again, are not expected to have much of an impact on the Downs and other users of the Downs and so they have been rated as category B.

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

2 Calendar of events

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

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

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

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

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

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

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

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3 Financial and Manpower Implications

3.1 None for the purposes of this report.

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

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

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

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

5 Sustainability Policy and Community Safety Implications

5.1 None for the purposes of this report.

6 Partnerships

6.1 None for the purposes of this report.

7 Risk Assessment

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

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

8 Conclusion and Recommendations

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

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

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