

PROPOSED EVENTS ON EPSOM DOWNS

Head of Service/Contact:	Ian Dyer
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) That the Conservators consider the following proposals to hold 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)and decide whether they wish to grant approval for these events.
- (2) That the Conservators note the Calendar of Events for 2019/20
- (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 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**.

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- 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
EDMAC Cloud Tramp	Epsom Downs Model Aircraft Club	Saturday 3 August 2019	16:00 – 18:00	30	U	20
The Terrier Derby	Omni Colour	Sunday 25 August 2019	09:00 – 16:00	70	B	16
Cross Country League	Surrey Men's Cross Country League	Saturday 9 November 2019	12:30 – 17:00	400	C	10+
Cross Country Run	Epsom College	Thursday 21 November 2019	12:00 – 16:00	700	C	160+
Orienteering Event	Mole Valley Orienteering Club	Thursday 23 January 2020	15:00-22:00	40	A	3

- 1.3 The EDMAC Cloud Tramp event takes place on land designated for the club's activities and within the allocated times permitted for the club. The numbers are so low that little disruption is expected and so the event has been rated as category U. The event has previously taken place on the Downs over the past 20 years.

The Orienteering Event is expected to have very little impact on the Downs and other users of the Downs, and has therefore been rated as a category A.

- 1.4 The OMNI Terrier Derby event is expected to have very little if any impact on the Downs and other users of the Downs. Although the number of participants is relatively low the event itself does attract a much larger number of spectators and so has been rated as category B. This event has previously taken place on the Downs over the past 15 years.

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- 1.5 The Surrey Men's Cross Country League and the Epsom College Cross Country Run event attract higher numbers of participants but 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 C. Both events have run smoothly on the Downs for a number of years and the organisers are very proactive to ensure minimal disruption to other users on the Downs.
- 1.6 The organisers of all approved events are reminded of the importance of staying on designated paths and not staying onto Training Grounds.
- 1.7 All organisations have provided the necessary paperwork, which includes copies of their public liability insurance and risk assessments.

2 Calendar of events

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

Category	No of Events currently approved April 2019 – March 2020	No of Events waiting to be approved April 2019 – March 2020	Total no. of events if approved	Suggested Limit
A	2	1	3	10
B	2	1	3	10
C	0	2	2	5
D	2		2	On Application
S	0		0	On Application
U	1	1	2	On Application

- 2.3 For the purposes of this report, four of the five events would be subject to a hire charge and refundable reinstatement bond for the events detailed in the applications.
- 2.4 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 £
Cloud Tramp	Saturday 3 August 2019	30	U	N/A	N/A
The Terrier Derby	Sunday 25 August 2019	70	B	£70	£25
Surrey Men's Cross Country League	Saturday 9 November 2019	400	C	£400	£40
Epsom College Cross Country Run	Thursday 21 November 2019	700	C	£700	£70
Mole Valley Orienteering Club	Thursday 23 January 2020	40	A	£50	£25

3 Financial and Manpower Implications

3.1 None for the purposes of this report.

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.

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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 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;