

EVENTS ON THE DOWNS

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix One – Race for Life Course Map

Summary

To create efficiencies in the events booking process by delegating authority to the Streetcare Manager to approve small events, previously held events on the Downs and for Conservators to approve the forthcoming event calendar.

Recommendation (s)

The Conservators are asked to:

- (1) Delegate authority for approving small, previously held events on the Downs to the Streetcare Manager or Clerk/Chair of the Conservators to create efficiencies in the event booking process.**
- (2) To approve the forthcoming Events Calendar for 2022 which includes an application for the Cancer Research Race for Life event.**

1 Reason for Recommendation

- 1.1 To provide efficiencies and a smoother customer journey for holding events on the Downs.
- 1.2 To seek approval for event applications received to date.

2 Background

- 2.1 Events on the Downs are currently approved based on the Event Strategy the Conservators originally agreed 2011 and most recently reviewed in 2014.
- 2.2 Many aspects of the Event Strategy work well and allows the Conservators to control and monitor events on the Downs.
- 2.3 However, most of the events held on the Downs over the course of a year, comprise of small to medium sized events (categories A-C in the Events Strategy as outlined in the table below) and have been held on the Downs for many years with no issues.

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Category	No of participants, organisers, and spectators	Likely impact
A	30 - 100	Low
B	100 - 500	Low/Medium
C	500 - 1000	Medium/High
D	More than 1000	Considerable and may need to be considered as an "event" under the Act.
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>	

- 2.4 For these annual reoccurring events, the application and approval process could be speeded up and customer journey significantly improved by delegating the approval process to the Streetcare Manager in her capacity as site manager for the Downs, in the case of absence, this authority should transfer to the Clerk/Chair of the Conservators.
- 2.5 Regular hirers will be invited to apply online and Epsom & Ewell Borough Council's customer services team will process the event application, prepare the necessary hire agreement, and apply the charges for the event. This would bring the Downs in line with all other parks and open spaces across the Borough where this model of operation is already working successfully.
- 2.6 It is proposed that all Category D (over 1000 people in attendance) event requests and all new events regardless of their category, are still brought to Conservators for approval in the usual manner.

3 Regular Hirers

- 3.1 The table below outlines the regular hirers of the Downs and it is only these events which delegated authority is requested for.
- 3.2 All other events will be presented to the Conservators in the usual manner.

Name of Event	Organiser	2021/2022	Category of Event
Cloud Tramp	EDMAC	07/08/2021	A
Trainers Open Day	Nigel Whybrow	12/09/2021	B
Terrier Derby	Bob Pain	19/09/2021	B

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80 th Pioneer Run	Sunbeam Motor Cycle Club	03/10/2021	S
Cross Country League	Men's Surrey Cross Country League	16/10/2021	B
Cross Country League	Downs Young Athletes Jeff Manson	07/11/2021	A
Cross Country League	Downs Young Athletes	05/12/2021	A
Tadworth Ten	Tadworth Athletics Club	16/01/2022	C
Cross Country League	Downs Young Athletes	06/02/2022	A
Cross Country League	Downs Young Athletes	04/03/2022	A
Easter Church Service	North Cheam Baptist Church	17/04/2022	U
Sponsored Walk	Rotary Club of Banstead	08/05/2022	A

4 Race for Life Event Application

- 4.1 An application has been received from the Cancer Research Race for Life event team requesting their annual event to be held on the Downs on Sunday 19 June 2022.
- 4.2 The event organisers are planning for a normal event of around 2400 participants and spectators.
- 4.3 As usual, the event organisers have made a preliminary booking with the Racecourse for the event, which will be confirmed if Conservators grant permission.
- 4.4 The event organisers, appreciate that their initial plans may need to be modified and will adapt them as necessary to ensure they are following the latest government guidelines.
- 4.5 The Cancer Research Race for Life event has been successfully held on the Downs for over ten years and the event team are experts in their field, ensuring a professional and safe event.
- 4.6 In 2020, the event organisers launched a 3km course in addition to the usual 5km course to encourage more people to take part. The map attached in Appendix one of this report, shows both the 3km and 5km courses for the Downs.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

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5.1.1 Events on the Downs have the capacity to impact on other users and the horse race training community. The presence of the Events Strategy and the proposed approval mechanism limits the risk of too many events being held and ensures minimal disruption to all Downs users.

5.2 Crime & Disorder

5.2.1 All events organisers must carry out the necessary risk assessments to ensure they have considered how they will deal with crime and disorder associated with their event. If appropriate, events applications will be referred to the Council's Safety Advisory Group (SAG) so that advice can be given.

5.3 Safeguarding

5.3.1 Event risk assessments must include details of how the organisers will ensure safeguarding throughout their event.

5.4 Dependencies

5.4.1 None for the purposes of this report

5.5 Other

5.5.1

6 Financial Implications

6.1 Events on the Downs generate an income stream for the Epsom and Walton Downs Conservators.

6.2 Because of the pandemic, a return to usual income levels has been gradual across all our parks and open spaces. The annual income budgeted for events on the Downs is £3460, and with the return of large events such as Race for Life and some of the larger cross-country events we would expect to hit this income target in 2022/23.

6.3 **Section 151 Officer's comments:** None for the purposes of this report

7 Legal Implications

7.1 Under section 14 of the Epsom & Walton Downs Regulation Act 1984 provision was made for 16 racing days and under section 10 (2) large scale events. The actual wording of Section 10 (2) is as follows:

(2) Notwithstanding anything contained in this Act, or in any byelaws made under this Act the Conservators may, with the consent of the Council and the Company or the Owner or the Levy Board, as the case may require, permit the Downs to be used for the holding of such events other than horse races as they think fit:

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Provided that in the case of such events which, in the opinion of the Conservators involve a significant degree of interference with the rights of the public of access for air and exercise under section 4 (Rights of public over Downs) or section 15 (Rights of horse riders on Downs) of this Act-

- (a) the Downs shall not be so used for such events for more than five days in any one year; and
- (b) not more than 25 hectares of the Downs shall be set apart for the holding of any such event.

7.2 **Legal Officer's comments:** None for the purposes of this report

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: As all the events on the Downs contribute to the health and wellbeing of residents and visitors, the key priority of Safe and Well is engaged.

8.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** none

8.4 **Sustainability Policy & Community Safety Implications:** Event organisers have bespoke risk assessments in place to minimise community safety implications.

8.5 **Partnerships:** Event organisers, the Jockey Club and the TGMB work in partnership to ensure events run safely and with minimum disruption.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

Event Management Strategy agreed on 27 June 2011

Review of Events on the Downs agreed on 23 January 2014

Other papers:

- None