

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held at the Council Chamber, Epsom Town Hall on 20 June 2022**

PRESENT -

Councillor Liz Frost (the Council) (Chair); Simon Durrant (Jockey Club Racecourses (the Company)) (Vice-Chair); Andrew Cooper (Jockey Club Racecourses (the Company)), Councillor Bernice Froud (the Council), Councillor Steven McCormick (the Council), Stephen Wallis (Jockey Club Racecourses (the Company)) and Councillor Clive Woodbridge (the Council).

In Attendance:

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

Officers present: Brendan Bradley (Head of Finance), Gillian McTaggart (Head of Corporate Assurance), Mark Shephard (Head of Property and Regeneration), Samantha Whitehead (Streetcare Manager) and Stephanie Gray (Senior Democratic Services Officer)

1 APPOINTMENT OF CHAIR

It was resolved that the Conservators appointed Councillor Liz Frost as Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2023.

2 APPOINTMENT OF VICE-CHAIR

It was resolved that the Conservators appointed Simon Durrant as Vice-Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Council held in May 2023.

3 DECLARATIONS OF INTEREST

In the interests of openness and transparency, Councillor Clive Woodbridge declared that in his capacity as Mayor, he had received two Hospitality tickets to attend the Derby Day. He declared that he came to the meeting with an open mind.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Epsom and Walton Downs Conservators held on 24 January 2022 were agreed as a true record and signed by the Chair.

5 DERBY UPDATE

The Conservators received a report providing an Update on this year's Derby Festival.

The following matters were considered by the Conservators:

- a) **Build and Break Time for contractors:** A Conservator mentioned that there had been a few incidents reported to him relating to some contractors not being aware of the danger to horses and riders posed by their activities. It was noted that in future, a longer build and break time may be requested by the Jockey Club to avoid these incidents.
- b) **Communications:** it was noted that good communications with trainers to highlight any alterations to facilities or access is a key element to the delivery of the Festival.
- c) **Damage to trees:** Conservators noted with deep regret, the needless damage to several trees, including the loss of one long established and highly valued tree, during the Derby Festival. Officers will investigate the possibility of progressing the work on planting a tree for the Queen's Green Canopy on the Downs, as part of the remedial action that will need to take place to replace the damaged trees.
- d) **Use of Beacon:** Conservators noted that the Beacon Lighting event was most successful and was well attended by the community. Ways to incorporate beacon lighting into future events will be considered.
- e) **The Festival:** The success of the Festival was noted, and some lessons learnt were highlighted.

Following consideration, it was resolved to:

- (1) **Note the update on the 2022 Derby from the Epsom Downs Racecourse**

6 FINAL ACCOUNTS 2021-22

The Conservators received a report seeking approval of the final accounts for the financial year 2021/22.

Following consideration, it was resolved to:

- (1) **Receive the final accounts for 2021/22, subject to external audit.**
- (2) **Approve the Annual Governance Statements as set out in section 1 of Appendix 3 to this report.**
- (3) **Approve the Accounting Statements as set out in section 2 of Appendix 3 to this report.**
- (4) **Confirm that the arrangements for the internal audit as set out in this report are effective for auditing purposes.**
- (5) **Authorise the Chair and Clerk to sign the Annual Governance Statement and the Accounting Statements on behalf of the Conservators.**

7 STRATEGIC RISK REGISTER

The Conservators received a report presenting the Strategic Risk Register for the Conservators which covers the risks, mitigations, responsibility and action required to manage the risks identified.

The following matters were considered by the Conservators:

- a) **Climate Change (EWDC 3):** Conservators noted that risks relating to climate change would be considered as part of the Habitat Management Plan which will be brought to the meeting of the Conservators in November 2022.
- b) **Legal risk (EWDC 10):** Conservators noted that whilst this matter had been rated in 2019 as “high”, steps taken since that date have reduced this risk to “medium”.

Following consideration, it was resolved to:

- (1) **Agree the completed Strategic Risk Register**

8 EPSOM AND WALTON DOWNS CONSERVATORS - ADDITIONAL WORK PLAN ITEMS 2021/2022

The Conservators received a report accompanying an indicative Work Programme as captured at a workshop held in October 2021 for consideration.

The following matters were considered by the Conservators:

- a) **Cremated Remains Policy:** Conservators agreed that item 6 on the Work Programme could be removed, as a policy on cremated remains would be included as part of item 2 (Byelaws).

- b) **Tattenham Corner Conveniences:** it was noted by Conservators that in respect of item 8, procurement in respect of the demolition contractor has been finalised and the conveniences will be demolished imminently.
- c) **Ranking of items:** the Conservators ranked the items on the Work Plan according to priority, as follows:
- Item 1 - Terms of Reference & Governance review: Low priority
 - Item 2 - Byelaws: High priority
 - Item 3 - Events Policy: High priority
 - Item 4 - Review BBQ's on the Downs: High priority
 - Item 5 - Review Use of Car Parks by Jockey Club: High priority
 - Item 6 - Cremated Remains Policy: incorporated under Item 2 (Byelaws)
 - Item 7 – Habitat Management Plan: High priority
 - Item 8 - Review of Tattenham Corner Conveniences: linked to Item 13
 - Item 9 - Wayleaver Signage Project: High priority
 - Item 10 Future Workshops: Medium priority
 - Item 11 - Downs Strategic Plan: Officers will review this item
 - Item 12 - Charging for Car Parking: Low priority
 - Item 13 - Future toilet facilities: Medium priority
 - Item 14 - Outsourcing: No priority assigned

Following consideration, it was resolved to:

- (1) **Consider and approve the attached Additional Work Plan Items in Appendix 1 to the report.**
- (2) **Agree the priorities, for the work plan in order that future funding opportunities can be identified, and work allocated, as follows:**
 - **Item 1 - Terms of Reference & Governance review: Low priority**
 - **Item 2 - Byelaws: High priority**
 - **Item 3 - Events Policy: High priority**
 - **Item 4 - Review BBQ's on the Downs: High priority**

- **Item 5 - Review Use of Car Parks by Jockey Club: High priority**
- **Item 6 - Cremated Remains Policy: incorporated under Item 2 (Byelaws)**
- **Item 7 - Habitat Management Plan: High priority**
- **Item 8 - Review of Tattenham Corner Conveniences: linked to Item 13**
- **Item 9 - Wayleaver Signage Project: High priority**
- **Item 10 - Future Workshops: Medium priority**
- **Item 11 - Downs Strategic Plan: Officers will review this item**
- **Item 12 - Charging for Car Parking: Low priority**
- **Item 13 - Future toilet facilities: Medium priority**
- **Item 14 - Outsourcing: No priority assigned**

9 HACK CANTER AGREEMENT

The Conservators received a report accompanying a draft agreement replacing the Hack Ride with a Hack Canter, which will be provided and maintained by Jockey Club Racecourses Limited.

The following matters were considered by the Conservators:

- a) **EEBC as signatory:** advice from EEBC's legal officer is that the Council does not need to be a signatory to the agreement.

Following consideration, it was resolved to:

- (1) Agree to the contents of the Hack Canter Agreement attached as Appendix 1 to the report.**
- (2) Delegate authority to the Clerk of the Conservators to sign the Agreement.**
- (3) Delegate authority to the Clerk of the Conservators in consultation with the Chair, to effect any minor amendments necessary, prior to signature.**

10 EVENTS ON THE DOWNS

A list of events that had been approved was noted for information.

11 MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 12 JANUARY 2022

The Conservators received a report requesting the receipt of the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.

Following consideration, it was resolved:

- (1) That the Conservators receive and note the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.**

The meeting began at 6.00 pm and ended at 7.31 pm

COUNCILLOR LIZ FROST (CHAIR)