

EPSOM & WALTON DOWNS CONSERVATORS – Additional Work Plan Items 2021/ 2022

| Key to priority rating | |
|------------------------|--|
| High Priority | Progress Immediately |
| Medium Priority | Progress when/ if funds allow |
| Low priority | Progress when higher priority items are funded |

| Item | Commentary | Estimated Cost | | Priority | Owner | Progress Tracker | Funding Identified |
|---|---|---|---------------|----------|------------|---|--------------------|
| 1. Terms of Reference & Governance review | Consider governance arrangements and updating of Terms of Reference of the group. | External fee quote (estimate) for legal advice obtained | £3,500 | Low | MO / Legal | Current Byelaws are working well It would be good practice to review every 5 years | |
| | | Officer hours and costs estimated | £655 | | | | |
| | | Total | £4,155 | | | | |

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|------------|---|--|---|-------------|----------------------|--|--------------------|
| 2. Byelaws | <p>Updating current byelaws with the addition of new activities to be managed.</p> <ol style="list-style-type: none"> 1. Workshop to present existing Bye Laws and scope any updates required by Conservators and plans to enforce. Updates required in relation to: dogs, bicycles, drones, electric cycles and scooters, scattering of ashes and drugs. 2. Production of a draft new set of Byelaws 3. Workshop to present proposed new Bye Laws. 4. Undertake public consultation of new Bye Laws. 5. To update signage and publicity campaign. | <p>External fee quote (estimate) for legal advice obtained</p> | <p>£2,500</p> | <p>High</p> | <p>Sam Whitehead</p> | <p>Last updated in 2021. Updating Bylaws is a slow process to undertake so must begin now.</p> | |
| | <p>1. Workshop to present existing Bye Laws and scope any updates required by Conservators and plans to enforce. Updates required in relation to: dogs, bicycles, drones, electric cycles and scooters, scattering of ashes and drugs.</p> | <p>Officer hours and cost estimated</p> | <p>£7,279</p> | | | <p>When updating, we would need to look at including drones, electric bikes and cremated remains policies.</p> | |
| | <p>2. Production of a draft new set of Byelaws</p> | <p>Cost of changing signage relating to changed byelaws</p> | <p>£TBC</p> | | | | |
| | <p>3. Workshop to present proposed new Bye Laws.</p> | <p>Total</p> | <p>£9,779</p> | | | | |
| | <p>4. Undertake public consultation of new Bye Laws.</p> | | <p><i>Excluding costs of new signage to advise of amended byelaws</i></p> | | | | |

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| 3. Produce Events Policy | <ol style="list-style-type: none"> 1. Review current event approvals and charges particularly for the small groups. 2. Report to Conservators detailing the small group events which are approved under delegation. | Officer hours and cost estimated | £621 | High | Sam Whitehead | To be discussed at November 2022 meeting | |
| 14. Review BBQ's on the Downs | Review following one year pilot project. | Officer hours and cost estimated | £266 | High | Sam Whitehead | Report to return to Committee in January 2023 with overview of Pilot. | |
| 14. Review Use of Car Parks by Jockey Club | To agree conditions upon which the Jockey Club can use the Owners and Trainers and Derby Arms car park. | Officer hours and cost estimated | £829 | High | Sam Whitehead / Jockey Club | Report to return to Committee in January 2023. Would need to include comms plan to inform public / trainers. | |
| 14. Produce Cremated Remains | <p>To produce a policy for cremated remains.</p> <p>The updating of the Byelaws will also include provisions</p> | Officer hours and cost estimated | £266 | Low | | Item to be removed and incorporated within item 2 Byelaws update. | |

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| ns Policy | around the scattering of ashes. | | | | | | |
| 14. Produce Habitat Management Plan. | To produce a five-year Habitat Management Plan | The Habitat Management Plan has been drafted and is already accounted for in the current forecast for the current year. | £2,763 | High | Sam Whitehead | Work completed Covering report to return to Committee in January 2023 with overview of project | Yes Charged in SLA for 21/22 |
| 8. Review of Tattenham Corner Toilets | To review the future use of the toilet facilities to address anti-social behaviour and budgetary implications. | The £2,435 cost estimation here is for undertaking the review only and does not include costs of implementing any of the options. The options will be reported to Conservators at the forthcoming meeting – whichever option Conservators choose will incur additional costs, as set out in the report. | £2,435 | | | Item to be removed and incorporated within item 13: Future Toilet provisions. | |

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| 9. Wayfinder Signage Project | Installation of entry signage, trail signage and visitor infrastructure to help improve the identity of the Downs and to create better linkages between the town centre and the wider Downs. | EAFRD funding has been confirmed and accepted. An element of match funding is being provided by both The Jockey Club and Conservators, which has also been confirmed and accepted. | | High | John Samuel | Installation 90% complete. Awaiting final sign boards and information inserts for entry boards and lecterns. | Yes (Successful EAFRD bid) |
| 10. Future Workshops | Officer preparation time in researching issues, preparing workshop materials and presentations, organising and attending workshops. | Officer hours and cost estimated | £2,410 | Medium | JK | To be reviewed following Council elections and inductions for new Conservators. JK to review induction content. | |
| 11. Downs Strategic Plan – update | To update the Epsom & Walton Downs Strategic Plan | External fee quote (estimate) obtained Officer hours and cost estimated Work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report. | £6,360 £Nil – | Officers to review this item and confirm priority | | Quote to be reviewed for cost and content. Will be sent to Chair. The June 2022 meeting noted that the current plan had been largely written by Conservators. It was agreed that the current Conservators have extensive knowledge and were willing to undertake the initial drafting of much of this. | |

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| 12. Charging for Car Parking | <p>To undertake an assessment of the potential income that might be generated from introducing car parking charges to all car parks on the Downs.</p> <p>To provide an initial assessment of the capital/ infrastructure costs associated with implementing a car parking charging scheme.</p> <p>To assess and highlight any other considerations associated with implementing a car parking charging scheme.</p> | <p>External fee quote (estimate) obtained</p> <p>Officer hours and cost estimated</p> <p>work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report.</p> | <p>£17,775</p> <p>£Nil –</p> | Low | | | |
| 13. Future toilet facilities | <p>To assess the options for the future provision of a toilet facility at the Downs, if the existing facility is closed permanently and demolished.</p> <p>This is in addition to any of the potential work of demolishing or re-providing the facilities.</p> | Officer hours and cost estimated | £2,435 | Medium | Mark Shephard | Working with SCC – will return with committee report once in a position to do so. | |

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| 14. Out-sourcing | Of the work currently undertaken by the council on behalf of the Conservators. | Fee estimation | To follow | No priority assigned | | Unable to priorities as no information available. | |
| 15. Queen's canopy Tree planting | | | | | | To be discussed at November 2022 meeting | |
| <p align="center">Total estimated cost of additional Work Plan items</p> <p><i>Excluding: Cost of changed signage following review of byelaws, quote will be obtained when Conservators have identified if this is to proceed</i></p> <ul style="list-style-type: none"> - Cost of implementing Tattenham Corner Review option | | | £48,606 | | | | |