

PROPOSED EVENTS ON THE DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
Urgent Decision?	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Event route maps <u>Annexe 2</u> - Calendar of events
<u>Other available papers</u> (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 2016

REPORT SUMMARY

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

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>(1) That the Conservators consider the following proposals to hold events on the Downs:</p> <ul style="list-style-type: none">• Downs Young Athletes Cross Country League (Sundays 6 Nov, 4 Dec 2016, 19 Feb, 12 Mar 2017)• The 26.2 Road Runners Club Cross Country Rub (Saturday 12 November 2016)• The 78th Pioneer Run for Veteran Motorcycles (Sunday 19 March 2017)• North Cheam Baptist Church Easter Sunday Service (Sunday 16 April 2017)• Rotary Club of Banstead Sponsored Walk (Sunday 7 May 2017)	

<ul style="list-style-type: none"> • Round the Borough Bike (Sunday 14 May 2017) • Cancer Research UK: Race For Life (Sunday 25 June 2017) • Round the Borough Hike (Saturday 2 September 2017) <p>and decide whether they wish to grant approval for these events.</p> <p>(2) That the Conservators note the Calendar of Events for 2016/17.</p> <p>(3) That the Conservators note the fees and charges to be applied to each event subject to the event being approved.</p>	
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1 Event Applications

1.1 There have been event applications received from seven groups/organisations for forthcoming events on the Downs. Route maps for each of these events are included at Annexe 1, and an event calendar is included at Annexe 2.

1.2 All applications have been made by organisations which have run the same or similar events in previous years. The table below details these events.

Event	Organiser	Date	Time	No. of participants	Category of event	No. of years held on the Downs
Cross Country League	Downs Young Athletes	Sunday 6 Nov 2016	10.00 – 13.00	50-60	A	30+
Cross Country Run	26.2 Road Runners Club	Saturday 12 Nov 2016	14.00 – 17.00	300	B	Multiple
Cross Country League	Downs Young Athletes	Sunday 4 Dec 2016	10.00 – 13.00	50-60	A	30+

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Cross Country League	Downs Young Athletes	Sunday 19 Feb 2017	10.00 – 13.00	50-60	A	30+
Cross Country League	Downs Young Athletes	Sunday 12 Mar 2017	10.00 – 13.00	50-60	A	30+
78 th Pioneer Run	Sunbeam MCC	Sunday 19 Mar 2017	06.00 – 13.00	360	S	77
Easter Sunday Service	North Cheam Baptist Church	Sunday 16 April 2017	06.45 – 07.45	150	U	30+
Sponsored Walk	Rotary Club of Banstead	Sunday 7 May 2017	08.00 – 16.00	60	A	20+
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 14 May 2017	10.00 – 14.00	100-200	B	4
Race For Life	Cancer Research UK	Sunday 25 June 2017	05.00 – 16.00	2500	D	9
Round the Borough Hike	Epsom & Ewell Borough Council	Saturday 2 Sept 2017	12.00 – 14.00	Up to 100	A	5

- 1.1 The Pioneer Run has been rated as category S (see table above) 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.
- 1.2 The North Cheam Baptist Church Easter Sunday Service has been rated as category U as it is expected to have very little disruption if any to the Downs or other users.
- 1.3 The Rotary Club of Banstead Sponsored Walk, the Round the Borough Hike and Downs Young Athletes Cross Country League 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.

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- 1.4 The Round the Borough Bike and the 26.2 Road Runners Club Cross Country Run events are expected to attract a larger number of participants and so have been rated as category B. Both events have previously taken place on the Downs.
- 1.5 The Race for Life event has been rated as category D and has run on the Downs previously for the last nine years. Specific meetings are held with the Downskeepers, the Racecourse and the trainers to ensure minimal disruption and impact on the Downs.
- 1.6 The Downskeepers and Simon Dow have been consulted and no comments or concerns have been received. The important matter of staying on designated paths and not straying onto Training Grounds will be stressed to all organisers.
- 1.7 All organisations have sent through the necessary paperwork, which includes copies of their public liability insurance and risk assessments. Maps of each route for the events are attached at Annexe 1.

2 Calendar of events

- 2.1 The calendar of forthcoming events is attached at Annexe 2. The events shown in **bold and underline** 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 2016 – March 2017	No of Events waiting to be approved April 2016 – March 2017	Total no. of events if approved	Suggested Limit
A	3	4	7	10
B	1	1	2	10
C	2	0	2	5
D	1	0	1	On Application
S	0	1	0	On Application
U	11	0	11	On Application

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Category	No of Events currently approved April 2017 – March 2018	No of Events waiting to be approved April 2017 – March 2018	Total no. of events if approved	Suggested Limit
A	0	2	2	10
B	0	1	1	10
C	0	0	0	5
D	0	1	1	On Application
S	0	0	0	On Application
U	0	1	1	On Application

3 Future Events

- 3.1 At the meeting on 20 January 2016, the Conservators reviewed and updated the charging policy for events on the Downs.
- 3.2 For the purposes of this report, four of the five applications received would be subject to a hire charge and refundable reinstatement bond for the events detailed in the applications. The Round the Borough Hike & Bike events will not be subject to any charge as agreed at the meeting of the Conservators on 7 October 2015.
- 3.3 Following the fees and charges policy, the table below illustrates how the charges will be applied to each of the applicants received:

Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Cross Country League	Sunday 6 Nov 2016	50-60	A	30	25
Cross Country Run	Saturday 12 Nov 2016	300	B	150	25
Cross Country League	Sunday 4 Dec 2016	50-60	A	30	25

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Event	Date	No. of participants	Catego ry of event	Hire Charge £	Refundable Reinstatement Bond £
Cross Country League	Sunday 19 Feb 2017	50-60	A	30	25
Cross Country League	Sunday 12 Mar 2017	50-60	A	30	25
78 th Pioneer Run	Sunday 19 Mar 2017	360	S	100	25
Easter Sunday Service	Sunday 16 April 2017	150	U	N/A	N/A
Charity Sponsored Walk	Sunday 7 May 2017	60	A	50	25
Round the Borough Bike	Sunday 14 May 2017	100-200	B	0	N/A
Race For Life	Sunday 25 June 2017	2500 + 1,500 spectators/organisers	D	2000	200
Round the Borough Hike	Saturday 2 Sept 2017	Up to 100	A	0	N/A

4 Conclusion and Recommendations

- 4.1 The Conservators are asked to consider the full event applications that have been received and to note the 2016/2017 Calendar of Events.
- 4.2 The Conservators are also asked to note the charges to be applied to each event subject to approval being granted.