

## **POLICY TO REGULATE SMALL GROUP SESSIONS ON THE DOWNS**

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Annexes/Appendices</u> (attached):	None
<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 introduces a new policy to regulate the use of the Downs by small groups.**

### **RECOMMENDATION (S)**

*Notes*

- (1) To approve a new policy as stated in paragraphs 2.1-2.8 of this report, to address the issue of small groups and exercise classes using the Downs.**

## **1 Background**

- 1.1 The Conservators have a policy which considers events on Epsom & Walton Downs. This policy is for events that cater for groups in excess of 30 people.
- 1.2 Over the past six months The Downs Manager has received a number of requests from Personal Fitness Instructors asking if they can set up regular commercial exercise classes on Epsom & Walton Downs. These classes involve up to 20 participants and would run on a weekly basis.
- 1.3 The existing events policy does not specifically cover commercial fitness instructors or small groups wishing to use the Downs on a regular basis.
- 1.4 This report proposes the introduction of a new specific policy that will manage applications submitted by fitness instructors, exercise classes and small groups wishing to regularly use the Downs.

## 2 Proposals

- 2.1 The Downs Manager has received requests from personal fitness instructors wishing to use the Downs for paid exercise classes. In addition there has been interest from other users wishing to offer alternative sessions such as guided walks and post-natal classes.
- 2.2 Officers are concerned that if the above groups were given permission to use the Downs in this way, it could lead to a plethora of users on the Downs at all hours which could lead to significant conflict with the trainers as well as other users.
- 2.3 It is suggested that a policy be introduced whereby only applications for events and scheduled sessions that state specific dates and times will be considered by the Conservators as part of the Events Process.
- 2.4 It is further proposed that the number of sessions any one provider can request is capped at six in any one calendar year.
- 2.5 No session will be allowed during training times.
- 2.6 In line with category A and U in the Events Policy, it is proposed that each session that involves less than 30 people is charged at a minimum of £25 per session.
- 2.7 All users must complete the events application form and submit along with the route/area for use, public liability certificates and risk assessment. The Downs Manager in consultation with the Clerk to the Conservators may then access the application and decide if approval should be granted. Applications can be received at any time throughout the year and would sit outside of the normal events application procedure.
- 2.8 A maximum of five providers in any calendar year will be given approval to use the Downs in this way.

## 3 Financial and Manpower Implications

- 3.1 There is the potential for additional income to be generated through this process although this is not expected to be significant.
- 3.2 There will be additional work involved in processing any applications received.
- 3.3 **Chief Finance Officer's comments:** Minor amounts of income generated would be held in the Council's general fund, fees and charges schedules would be updated for any charge agreed from this report.

## 4 Legal Implications (including implications for matters relating to equality)

- 4.1 None for the purposes of this report.
- 4.2 **Monitoring Officer's comments:** None for the purposes 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.

**7 Risk Assessment**

7.1 Participants of the sessions would be taking part at their own risk. The Conservators would not be endorsing any of the providers or their sessions and would expect the providers to mitigate any liability towards the Conservators.

**8 Conclusion and Recommendations**

8.1 It is recommended that Conservators approve the policy as stated in 2.1 – 2.8.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**