

PROPOSED EVENTS ON EPSOM DOWNS

Report of the:	Downs Manager
Contact:	Sam Beak
Annexes/Appendices (attached):	Annexe 1 – Event route maps Annexe 2 – Calendar of events for 2018-19 Annexe 3 - Calendar of events for 2017-18 Annexe 4 – Table indicating maximum number of events per year for each category
Other available papers (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 2017

Report summary

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

Recommendation (s)

(1) That the Conservators consider the following proposals to hold events on the Downs:

- **Mole Valley Orienteering Club (Thursday 17 May 2018)**
- **Downs Young Athletes Cross Country League (Sundays 21 Oct, 2 Dec 2018, 17 Feb, 3 Mar 2019)**
- **Epsom College (Thursday 22 Nov 2018)**
- **EDMAC Cloud Tramp (Saturday 4 August 2018)**
- **Omni Terrier Derby (Sunday 26 August 2018)**
- **Tadworth Athletics Club: Tadworth Ten (Sunday 6 January 2019)**

and decide whether they wish to grant approval for these events.

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- (2) That the Conservators note the Calendar of Events for 2018/19 as at Annexe 2.
- (3) That the Conservators note the fees and charges to be applied to each event subject to the event being approved.
- (4) That the Conservators note the review of the maximum number of events under each category per financial year and agree that the numbers should remain unchanged as detailed in Annexe 4.

1 Event Applications

- 1.1 Applications have been received from six groups/organisations for events on the Downs. Route maps for each of these events are included at **Annexe 1**, and an event calendar for 2018-19 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 all of the above events.

Event	Organiser	Date	Time	No. of participants	Category of event	No. of years held on the Downs
Orienteering event	Mole Valley Orienteering Club	Thursday 17 May 2018	10.00 – 17.00	60	A	2
EDMAC Cloud Tramp Event	Epsom Downs Model Aircraft Club	Saturday 4 Aug 2018	16.00 – 18.00	30	U	19
OMNI Terrier Derby	OMNI Colour Presentations Ltd	Sunday 26 Aug 2018	08.30 – 16.00	100	B	15
Cross Country League	Downs Young Athletes	Sunday 21 Oct 2018	10.00 – 13.00	60-70	A	35+
Cross Country Run	Epsom College	Thursday 22 Nov 2018	12.15 – 16.00	600	C	160+

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Cross Country League	Downs Young Athletes	Sunday 2 Dec 2018	10.00 – 13.00	60-70	A	35+
Tadworth 10	Tadworth Athletic Club	Sunday 6 Jan 2019	09.30 – 15.00	700	C	36
Cross Country League	Downs Young Athletes	Sunday 17 Feb 2019	10.00 – 13.00	60-70	A	35+
Cross Country League	Downs Young Athletes	Sunday 3 Mar 2019	10.00 – 13.00	60-70	A	35+

- 1.3 The Orienteering event and the 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.
- 1.4 The OMNI Terrier Derby event is expected to have very little if any impact on the Downs and other users of the Downs. Although the number of participants is relatively low the event itself does attract a much larger number of spectators and so has been rated as category B. This event has previously taken place on the Downs over the past 15 years.
- 1.5 The Epsom College Cross Country event and the Tadworth 10 are expected to attract a larger number of participants and so have been rated as category C. Both events have run smoothly on the Downs for a number of years and the organisers are very proactive to ensure minimal disruption to other users on the Downs.
- 1.6 The EDMAC Cloud Tramp event takes place on land designated for the club's activities and within the allocated times permitted for the club. The numbers are so low that little disruption is expected and so the event has been rated as category U. The event has previously taken place on the Downs over the past 19 years.
- 1.7 Any event that is given approval by the Conservators will have the important matter of staying on designated paths and not straying onto Training Grounds stressed to all organisers.
- 1.8 All organisations have provided the necessary paperwork, which includes copies of their public liability insurance and risk assessments.

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2 Review of the suggested limit for the number of events on the Downs

2.1 At the meeting of the Conservators on 4 October 2017 it was requested that the maximum number of events permitted on the Downs each year was reviewed. A calendar of events approved for the 2017-18 financial year is attached at **Annexe 3**.

2.2 The Event Management Strategy for the Downs, which was agreed by the Conservators in October 2009 and reviewed in June 2011, provides a limit on events (not including horse racing, or events held exclusively within the Racecourse).

2.3 A table indicating the previously agreed maximum number of events for each category per year is at **Annexe 4**

2.4 The table below shows the number of events in each category that were approved in 2017-18:

Category	Total no. of events approved in 2017-18	Suggested Limit
A	6	10
B	7	10
C	1	5
D	1	On Application
S	1	On Application
U	3	On Application

2.5 The table below shows the number of events in each category that were approved in 2016-17:

Category	Total no. of events approved in 2017-18	Suggested Limit
A	7	10
B	2	10
C	2	5
D	1	On Application
S	0	On Application
U	11	On Application

2.6 Currently there are 17 events scheduled for the current financial year as detailed in paragraph 3.2.

2.7 As the demand for events on the Downs has not reached the maximum limit in any of the past 3 years, officers consider the current levels to be a good and fair number, and recommend that they should be retained at their existing level. Furthermore, over the past 3 years the Downs Manager has not received any complaints and no reinstatement bond has been retained, reflecting the fact that the condition of the Downs has not been significantly affected as a result of hosting a specific event.

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3 Calendar of events

- 3.1 The calendar of forthcoming events is attached at **Annexe 2**. The events shown in bold are for consideration by the Conservators at this meeting.
- 3.2 As discussed in section 2 above, the Event Management Strategy sets out suggested limits on the number of events to be held on the Downs each year. 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 2018 – March 2019	No of Events waiting to be approved April 2018 – March 2019	Total no. of events if approved	Suggested Limit
A	2	4	6	10
B	3	2	5	10
C	0	2	2	5
D	2	0	2	On Application
S	0	0	0	On Application
U	1	1	2	On Application

4 Future Events

- 4.1 At the meeting on 18 January 2017, the Conservators reviewed and updated the charging policy for events on the Downs.
- 4.2 For the purposes of this report, eight of the nine events would be subject to a hire charge and refundable reinstatement bond for the events detailed in the applications. The Cloud Tramp event will not be subject to any charge.
- 4.3 In accordance with the fees and charges policy, the table below illustrates how the charges will be applied.

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Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Orienteering Event	Thursday 17 May 2018	60	A	90	25
EDMAC Cloud Tramp Event	Saturday 5 Aug 2018	30	U	0	0
OMNI Terrier Derby	Sunday 26 Aug 2018	100	B	75	25
Cross Country League	Sunday 21 Oct 2018	60-70	A	52.50	25
Cross Country Run	Thursday 22 Nov 2018	600	C	450	45
Cross Country League	Sunday 2 Dec 2018	60-70	A	52.50	25
Tadworth 10	Sunday 7 Jan 2019	700	C	525	52.50
Cross Country League	Sunday 17 Feb 2019	60-70	A	52.50	25
Cross Country League	Sunday 3 Mar 2019	60-70	A	52.50	25

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5 Financial and Manpower Implications

- 5.1 The budgeted income of £5,600 for hire charges in 2018/19 is based on events approved at the meeting of 4 October 2017. Any additional events approved will result in increased income for the year.
- 5.2 **Chief Finance Officer's comments:** Hire charges as detailed above once realised will be accounted for within the overall budget.

6 Legal Implications (including implications for matters relating to equality)

- 6.1 None arising from the contents of this report.

7 Sustainability Policy and Community Safety Implications

- 7.1 None for the purposes of this report.

8 Partnerships

- 8.1 None for the purposes of this report.

9 Risk Assessment

- 9.1 Each event on Epsom & Walton Downs is requested to submit a risk assessment and public liability documents when applying.
- 9.2 With every event there is a risk of damage to the Downs. All event organisers are made aware of the restrictions to their event routes and are informed not to stray from the paths. A reinstatement bond is collected to cover the cost of damage caused by the event.

10 Conclusion and Recommendations

- 10.1 The Conservators are asked to consider the full event applications that have been received and to note the 2018/2019 Calendar of Events as at **Annexe 2**.
- 10.2 The Conservators are asked to note the charges to be applied to each event subject to approval being granted.
- 10.3 The Conservators are further asked to note the review of the maximum number of events under each category per financial year and agree that the numbers should remain unchanged as detailed in **Annexe 4**.

Ward(s) Affected: College Ward; Woodcote Ward;