

AGENDA ITEM NO. 3

**MINUTES OF A MEETING OF THE
DOWNS COMMITTEE
HELD ON 11TH APRIL 2011 AT 4.30 P.M.**

- P The Rt. Hon. The Lord Mayor Colin Smith
- P Councillor Cook)
P Councillor Goulandris)
P Councillor Hugill) 6 City Councillors
P Councillor Morgan)
A Councillor Stone)
A Councillor Townsend)
- A Giles Clarke (Master)
- P Anthony Brown)
P Francis Greenacre)
P Tom Hood) 6 Merchant Venturers
P David Marsh)
P Peter Rilett)
P Alan Tasker)

**DWN
27.4/11**

APOLOGIES FOR ABSENCE AND INTRODUCTIONS

Introductions were made and apologies were received from Councillors Stone, Townsend and Gile Clarke. The Lord Mayor indicated that this would be Cellan Michael's last meeting as he was leaving the council at the end of May to work for RSPB in Wales. The Lord Mayor paid tribute to the hard work and commitment of Cellan in supporting the Downs Committee over a number of years and wished him well for the future. These sentiments were echoed by the Committee.

**DWN
28.4/11**

MINUTES - DOWNS COMMITTEE - 31ST JANUARY 2011

- RESOLVED - that the minutes of the meeting of the Downs Committee held on 31st January 2011 be confirmed as a correct record and signed by the Lord Mayor.**

**DWN
29.4/11**

PUBLIC FORUM

The Committee received the following items of public forum:

AGENDA ITEM	ITEM	NAME	STATEMENT NO
N/A		Tony Miles on behalf of City Village Traders Association	1

On behalf of City Village Traders Association, Tony Miles spoke to this statement which had been circulated previously.

The following points were noted during the discussion:-

- It was clarified that financial sponsorship has been secured for one of the floral beds and it was anticipated that the community would sponsor the other. No funding was being requested from Downs Committee.
- Members were concerned about the future funding of on-going schemes and what would happen to the flower beds if funding could not be secured.
- The Downs and Avon Gorge Management Plan landscape evaluation of the areas in question identifies that it has a strong landscape character which is generally in good condition and should be conserved.

The Committee wished to preserve the character of the Downs and was of the opinion that the proposed floral displays were not appropriate for the areas identified. However, the Committee appreciated the enthusiasm of the City Village Traders Association and suggested that officers work with them to look at possible alternative locations for floral displays. It was noted that the management plan was due to be reviewed in the coming year 2011/12 and any proposals coming forward could be considered as part of this exercise.

**DWN
30.4/11**

**FRIENDS OF DOWNS AND AVON GORGE RESPONSE TO
FUTURE GBN PROPOSALS**

The Committee considered a report of the Friends of Downs and Avon Gorge (FODAG) (agenda item no. 4) giving their response to future GBBN proposals.

A short presentation on the findings of FODAG was given by Brian Sprosen.

The following main issues were noted during the discussion that took place:-

- It was confirmed that following a meeting between representatives of Downs Committee and Alun Owen, Service Director Major Projects, it had been left that officers would try to find some funding for the widening of Stoke Road and get back to the Committee. It was clarified that if such a scheme was implemented the loss of green space would be minimal and a massive felling of trees would not be required.
- It was noted that whilst the proposals for reduced parking on Stoke Road might ease traffic congestion caused by commuter parking, it would negatively impact on Downs users wishing to park their vehicles in this area.

The Committee thanked FODAG for their work and agreed that the report would be forwarded to the GBBN team for consideration.

RESOLVED that the report be forwarded to the GBBN team for consideration

**DWN
31.4/11**

REPORT OF THE DOWNS RANGER

The Committee considered a report of the Downs Ranger (agenda item no. 5) which provided an update on works and developments carried out since the last meeting.

The following main issues were noted during the discussion:-

- Children's Play area below The Observatory. Officers confirmed that the cost of improvements would be in the region of £200 - £250K. As this was significantly more than the budget of the local Neighbourhood Partnership it was agreed that officers would bring back a report setting out a number options and costings for improvements.

- Ice cream concession. Members were very pleased that the re-negotiated concession will be better for the environment and bring in more income for the Downs.
- Damage to grass area at Saville Road. It was agreed that the damaged grass area should be re-instated as part of the exercise shortly to be undertaken by the Parks Department to renovate football pitches and that the cost be re-charged to the University.
 - Anthony Brown referred to the meeting held in November 2010 when the Committee had been strongly against the fait accompli presented by Highways and the University of the concrete terminus. The Committee had agreed to work with the Highways Department to produce a Memorandum of Agreement that grassed areas vested under the Downs Act 1861, that are adjacent to roads, fall under the authority of the Downs Committee. He indicated that as there had been no response, he had drafted a Memorandum of Agreement in January 2011 and whilst it had been acknowledged by Legal Services there had been no further progress. The Committee agreed that the document be circulated to all Members of the Committee and considered at the next meeting.
 - Anthony Brown indicated that a far more sensible site for a terminus had been discussed on the very wide slip road leading downhill to Parry's Lane with wide parking for buses, sheltered pavement and a ready made turning circle. The Committee agreed that this option should be pursued with real vigour by the officers in Highways and the University. It was noted that the Committee had a duty to all those who use the Downs and not to favour a single user for whom a particular option may be most convenient but which prejudices all other users.
- Wheel Clamping. The scheme has had significant success in managing illegal parking on the Downs. Complaints and appeals have been minimal.
- Barbecues. Initiatives introduced in 2010 have had a significant impact on the illegal use of barbecues on the Downs. Public complaints in 2010 were minimal compared with many complaints in previous years.
- Litter Bins. The amount of resource to remove litter from the Downs remains unchanged. Officers indicated that it was not about getting more or larger bins to reduce the amount of litter but educating the public to use them.

- RESOLVED -**
- (1) that a report be brought back setting out options and costings for improvements to the children's play area below The Observatory**
 - (2) that the damage to grass area at Saville Road be re-instated and the cost re-charged to the University**
 - (3) that the option to re-locate the terminus on the very wide slip road leading downhill to Parry's Lane be pursued by the officers in Highways and the University.**
 - (4) that the wheel clamping scheme be continued**
 - (5) that initiatives to manage barbecues be continued**
 - (6) that the eight dual use litter bins be retained**

DWN

32.4/11

DELEGATED AND UPCOMING EVENTS PROPOSED ON THE DOWNS

The committee considered a report of the Director of City Development (agenda item no. 6);

- (1) noting the events and filming that have taken place between committee meetings under Delegated Powers; and
- (2) noting proposed future events between committee meetings.

It was noted that the Funderworld Event was currently under way on the Downs and as a result of the good weather over the weekend had been very busy. Officers indicated that the organisers had been very engaging, following good practice and taking the necessary steps to reduce noise and lights in response to complaints raised previously. In response to a question it was confirmed that the parking arrangements at Westbury Road had been approved and signed off by Bristol Safety Advisory Group.

RESOLVED - that the report be noted.

DWN

33.4/11

SCHEDULE OF CHARGES FOR EVENTS 2011/12

The Committee considered a report of the Director of City Development (agenda item no. 7) which set out the proposed changes to the 'Schedule of Charges for Events 2011/12'.

A number of corrections to the proposed changes were highlighted and the revised schedule is attached as Appendix A to these minutes.

In response to a question it was confirmed that the Downs Committee receives 85% of charges in respect of events held on the Downs. It was clarified that due to the unique charging structure a separate permit for commercial personal training will need to apply to the Downs.

RESOLVED - that the proposed changes to the 'Schedule of Charges for Events 2011/12' be adopted.

DWN

34.4/11

AVON GORGE AND DOWNS WILDLIFE PROJECT - ELEVENTH ANNUAL REVIEW

The Committee considered a report of the Strategic Director, Neighbourhoods (agenda item no.8) which updated Members on the eleventh annual review of the Avon Gorge and Downs Wildlife Project.

In introducing the report, Helen Hall, Nature Conservation Officer indicated that the AG&DWP has had another very successful year receiving an In Bloom Award for an outstanding area of nature conservation and The Downs had been awarded the prestigious Green Flag for the fourth year running. Helen Hall thanked the Management Plan Steering Group for their support and hard work.

Mandy Leivers, AGDWP Education Officer updated Members on the events, activities and achievements in 2010, and in particular wished to thank the 15 volunteers who had given 940 hours of their time over the year.

Members praised the excellent work and achievements of the AGDWP. Cllr Morgan referred to the recent response from Bristol Zoo which indicated that it was unable to find the match funding for a full-time seasonal educational officer. She proposed that the Downs Committee meet the additional costs for 2011 of £3950. This was seconded by Cllr Goulandris and unanimously agreed by the Committee. Mandy Leivers thanked Members for their support which was very much welcomed, however pointed out that the full time post would be dependant on whether the current part-time officer was in a position to increase the number of days she worked from 3 to 5 as it was now too late to advertise.

RESOLVED - that the Downs Committee agree to fund the additional cost for a full-time seasonal educational officer for 6 months in 2011 (£3950)

**DWN
35.4/11**

ANNUAL REVIEW OF DOWNS AND AVON GORGE MANAGEMENT PLAN

The Committee considered a report of the Parks and Estates Manager (agenda item no. 9) which updated Members on the annual review of the Downs and Avon Gorge management plans and sought to establish a review group in respect of the Downs Management Plan.

The Parks and Estates Manager confirmed that the review group would meet over the year 01 April 11 – 31 March 12 and it was anticipated that such a group would consist of Elected Members, Merchant Venturers and officers. Members indicated their support for this proposal.

**RESOLVED - (1) that the report be noted; and
(2) that the proposal to establish a Management Plan Review Group for the Downs Management Plan be approved. (The membership to be confirmed following the City Council Elections on 5th May and Full Council AGM on 17th May 2011).**

**DWN
36.4/11**

AOB

- The Lord Mayor indicated that he had today received a letter from Warwick Hulme of Rubicon Classic Enterprises Ltd concerning traffic congestion which had resulted in CitySightseeing Bristol being unable to use part of their registered route over the Downs. He indicated that the letter would be forwarded to officers in Highways for a response.
- David Marsh indicated that this had been the last meeting of the Lord Mayor, Cllr Smith and therefore wished to put on record his thanks on behalf of the Committee for his efficient and business like chairing of meetings, and for adopting a firm but kindly approach.

**DWN
37.4/11**

DATE OF NEXT MEETING

RESOLVED - that the next meeting of the Downs Committee be held on 4th July 2011 at 11.00 a.m. at Merchants' Hall, The Promenade, Clifton, Bristol BS8 3NH.

(The meeting ended at 6.05 pm)

CHAIR

Bristol City Council - Schedule of Charges
City Development
EVENTS
Proposed implementation from 1st April 2011

TYPE OF CHARGE	CHARGES 2010/2011 £	RECOMMENDED CHARGES 2011/2012 £	PROPOSED % INCREASE	IMPLEMENTATION DATE	BASIS OF CHARGE
EVENTS					
All fees quoted are a minimum guideline and subject to negotiation. Each site fee will be assessed depending on site requested, length of stay and restriction of general access.					
MAJOR EVENTS / LONGER SITE OCCUPANCY					
Large scale commercial events or those requiring site occupancy of more than 10 days subject to case by case assessment.					
DESTINATION PARKS AND CITY CENTRE SPACES Queen Square, Castle Park, Centre Prom, College Green, Amphitheatre, Waterfront Square, Ashton Court, The Downs, Blaise Castle Estate					
Commercial Promotion	735.00	760.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Cultural activity / event	560.00	580.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Concession - Registered Charity / Government Initiative	255.00	265.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Concession - Local Charity	150.00	155.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Build and break charged at half daily rate					
ALL OTHER PARKS					
COMMERCIAL EVENTS					
Event - Day (< 4 hours)	n/a	308.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	594.50	615.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
(CULTURAL/ SPORTING OR SIMILAR)					
Event - Day (< 4 hours)	n/a	145.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	240.00	248.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
CONCESSION - REGISTERED NATIONAL CHARITY/ GOVERNMENT INITIATIVE SITE FEE					
Event - Day (< 4 hours)	n/a	85.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	163.50	170.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
CONCESSION - REGISTERED LOCAL CHARITY SITE FEE					
Event - Day (< 4 hours)	n/a	43.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	83.50	86.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Build and break for all events charged at half daily rate					
LOCAL COMMUNITY EVENTS / BCC EVENT					
Local Community Event Site Fee	20.00	30.00	50.00	April 2011	50% increase to recognise the considerable support required as these events are deemed higher risk than park permits due to the event attracting 500+ people, featuring a stage or any other construction, featuring the sale or supply of alcohol either by way of a bar or a local pub, seeking more than one road closure, features rides or inflatables, is advertised outside the local area or if the event is to include any form of entertainment.
Basic Site Licence Application Fee					
Park Permit	20.00	30.00	50.00	April 2011	50% increase to recognise this includes insurance for community groups and is still a lot less than the £42.50 charged in 2009/10.
MISCELLANEOUS					
HELICOPTER LANDING/TAKE OFF and BALLOON LIFT/TETHER	85.50	90.00	3.50	April 2011	3.5% Inflation + rounding to nearest £. Fees reflect site managers need to clear the landing zone and have staff on site to support.
HARBOURSIDE BALLOON PERMIT	n/a	80.00	n/a	April 2011	A new Permit offering Balloonists the opportunity to launch from the Amphitheatre year round for a one off fee.
ABSEIL - DAILY RATE MIN (7HRS OR OVER)	85.50	90.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
COMMERCIAL PERSONAL TRAINING IN PARKS					
10% of total income per session or a minimum rate of £5 per session (whichever is the greater).					
Local trainers 6 month permit - Peak (Apr - Sept)	n/a	130.00	n/a	April 2011	Fees based on assumption of one session per week at £5 per session with discounts applicable for off peak or yearly permits. Considerably cheaper than hiring a sports hall in a sport centre.
Local trainers 6 month permit - Off Peak (Oct - Mar)	n/a	100.00	n/a	April 2011	
Local trainers 12 month permit - Flate Rate (Apr - Mar)	n/a	200.00	n/a	April 2011	
<i>Excludes monthly membership or subscription schemes</i>					
LEAFLETING / SAMPLING					
1st person leafletting	150.00	155.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Per person thereafter	60.00	65.00	3.50	April 2011	3.5% Inflation + rounding to nearest £

CANCELLATION POLICY - ONLY APPLIES TO DESTINATION PARKS AND CITY CENTRE SPACES

6 weeks before event - 25% charge
5 weeks before event - 50% charge
Less than 5 weeks before event - 75% charge
Less than 2 weeks before event - full charge

Notes: These are seen as minimum guidelines and we would also anticipate them being adopted by the Downs Committee.

REMOVED FROM SCHEDULE:

TYPE OF CHARGE	CHARGES 2010/2011 £	RECOMMENDED CHARGES 2011/2012 £	PROPOSED % INCREASE	IMPLEMENTATION DATE	BASIS OF CHARGE
ALL OTHER PARKS					
COMMERCIAL EVENTS					
EVENT - HOURLY RATE	91.00	95.00	3.50		
SET UP/DISMANTLE DAYS	297.00	310.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	50.50	50.00	3.50		
BASIC SITE FEE (CULTURAL/ SPORTING OR SIMILAR)					
EVENT - HOURLY RATE	42.00	43.00	3.50		
SET UP/DISMANTLE DAYS	119.00	123.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	24.00	25.00	3.50		
REGISTERED NATIONAL CHARITY/ GOVERNMENT INITIATIVE SITE FEE					
HOURLY RATE	29.00	30.00	3.50		
SET UP/DISMANTLE DAYS - (7 HOURS OR OVER)	78.50	81.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	17.00	18.00	3.50		
REGISTERED LOCAL CHARITY SITE FEE					
LOCAL/NATIONAL CHARITY - HOURLY RATE	21.00	22.00	3.50		
SET UP/DISMANTLE DAYS	35.50	38.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	12.50	13.00	3.50		
MARKET (LOCAL ART/ CRAFT/ PRODUCE)					
Charge trialed in 2010/11 and deemed unnecessary as rarely ever used, the local community rate would cover this.					
£11 PER STALL OR MINIMUM RATE OF £55 - WHICHEVER IS THE GREATER					
EXCLUDES CAR BOOT SALES, NATIONAL/COMMERCIAL TRADERS OR EVENTS CHARGING AN ENTRANCE FEE					

Reason:

Rates removed from schedule for clarity as they are confusing, all events are charged at either half day or full day rate. An hourly rate is not applied and all build and break days are charged at 50% of full daily rate.