

THE DOWNS COMMITTEE

Clifton and Durdham Downs (Bristol) Act 1861

To: Members of the
Downs Committee

Reply to Ruth Quantock
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Date 9th November 2012

The Lord Mayor and 6 City Councillors

The Rt. Hon. The Lord Mayor (Peter Main)

Glenise Morgan (LD) Barbara Janke (LD)

Christopher Davis (LD) Brenda Hugill (L)

John Goulandris (C) Mahmudur Khan (L)

The Master and 6 Merchant Venturers

To be appointed at the Merchant Venturers Charter Day elections on 12th November (after the publication of this agenda).

Dear Member,

You are invited to attend a meeting of the Downs Committee to be held at **4.00 pm** on Monday 19th November 2012 at The Council House, College Green, Bristol, BS1 5TR (***please note earlier start time***)

The agenda for the meeting is set out overleaf and the supporting documents are attached. I trust it will be convenient for you to attend.

Yours sincerely,



Ruth Quantock
Democratic Services Officer

Corporate Services

Democratic Services Team
Room 220, Council House, College
Green, Bristol BS1 5TR

Ian Pagan
Service Manager,
Democratic Services

Website
www.bristol.gov.uk

PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

A G E N D A

1. APOLOGIES FOR ABSENCE AND INTRODUCTIONS

2. MEMBERSHIP OF THE DOWNS COMMITTEE

- to report the names of persons appointed to serve on the Downs Committee for 2012/13

3. CONFIRMATION OF CHAIRMAN

- to confirm the arrangements for chairmanship for 2012/13

4. RETIRING MEMBERS OF THE COMMITTEE

- to note members of the Committee who have retired and to confirm that a letter of thanks for past services will be sent

5. DATES AND TIMES OF MEETINGS

- to approve the dates and times for meetings of the Downs Committee for 2012/13

6. DELEGATIONS

- to approve delegations to officers for 2012/13

7. MINUTES OF THE MEETING HELD ON 10th SEPTEMBER 2012

- to be confirmed as a correct record.

8. PUBLIC FORUM

- to consider items of public forum sent to the Downs Committee. Interested parties can submit a written statement of approximately one side of A4 to the Downs Committee by sending it to the Democratic Services Officer no later than 12.00 noon on Friday 16th November 2012 on the contact information below.

9. ANNUAL REPORT OF FRIENDS OF DOWNS AND AVON GORGE - THE FIRST THREE YEARS

- to update the committee on the work of FODAG

10. IMPROVEMENTS TO DOWNS PLAY AREA - UPDATE

- to consider the design of a new play area and approve funding

11. REPORT OF THE DOWNS RANGER

- to update the committee on works and developments carried out since the last meeting.

12. DELEGATED AND UPCOMING EVENTS PROPOSED ON THE DOWNS

- to note the events and filming that have taken place between Committee meetings under Delegated Powers

- to note proposed future events between Committee meetings

13. GROOVYBUG EVENT APPLICATION

- to receive an update as requested by the Committee

14. DATE OF NEXT MEETING

The next meeting is 28th January 2013 at 4.30pm at the Council House

Ruth Quantock, Democratic Services Officer

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Public Information Sheet

Emergency Evacuation Procedure

- (i) In the event of a **fire** you will hear a **continuous alarm**.
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes and assemble **behind the Central Library** beyond the Norman Archway.

Lifts must not be used under any circumstances.

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

Public Access Information

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

Attendance at meetings - Local Government (Access to Information) Act 1985

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any "exempt" (private) business is considered. This will normally be shown on the agenda.

Inspection of Papers - Local Government (Access to Information) Act 1985

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the council's internet website at: www.bristol.gov.uk

Other formats and languages and assistance for those with hearing impairment

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House are fitted with infra-red induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the "T" position.

Public Forum

Members of the public may submit a **statement** provided that it is arrives with the Democratic Services Officer no later than **12.00 noon on the working day before the meeting starts**. If the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday.

The Chair of the meeting has discretion to consider statements in an appropriate order (ie not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate.

Please note that by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee. This information will also be made available at the meeting to which it relates and placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Public Forum statements will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

As minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

Register of Interests

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.