

THE DOWNS COMMITTEE

Clifton and Durdham Downs (Bristol) Act 1861

Reply to Ruth Quantock
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Date 21st March 2013

The Lord Mayor and 6 City Councillors

The Rt. Hon. The Lord Mayor (Peter Main)
Glenise Morgan (LD) Barbara Janke (LD)
Christopher Davies (LD) Brenda Hugill (L)
John Goulandris (C) Mahmudur Khan (L)

The Master and 6 Merchant Venturers

Peter Rilett (Master) Andrew Densham
Francis Greenacre Sir James Tidmarsh
Anthony Brown Tom Hood
Chris Booy

Dear Member,

You are invited to attend a meeting of the **Downs Committee** to be held at **4.00 pm on Monday 22nd April 2013 at City Hall (formerly The Council House), College Green, Bristol, BS1 5TR** (*Please note permanent change to 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

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. MINUTES OF THE MEETING HELD ON 28th JANUARY 2013

- to be confirmed as a correct record.

3. 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 19th April 2013 on the contact information below.

4. PROPOSED HIGHWAY IMPROVEMENT – SUSPENSION BRIDGE ROAD AREA

- to approve proposed highways improvement works

5. INSTALLATION OF TRAFFIC SIGNS ON GREEN SPACE NEXT TO CLIFTON DOWN (ROAD)

- to approve installation of traffic signs

6. OUTDOOR TRAINING SYSTEMS (OTIS)

- to consider a proposal for an outdoor training system on the Downs

7. THE DOWNS CHILDREN'S PLAY AREA

- to receive an update and make decisions as to the way forward

8. REPORT OF THE DOWNS RANGER

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

9. TRAFFIC STUDY WORKING GROUP

- to approve the recommendations of the Traffic Study Working Group

10. 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

11. FINANCE REPORT 2012/13 and draft budget 2013/14

- to note the estimated outturn for 2012/13 and approve the draft budget for 2013/14.

INFORMATION ITEMS

- Statement from FODAG for noting

12. DATE OF NEXT MEETING

The next meeting is 1st July 2013 at 11.00 am at Merchants' Hall, The Promenade, Clifton, Bristol, BS8 3NH. (Please note change to usual time and venue).

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 City Hall, 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 City Hall 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.