



Public Safety and Protection Sub Committee B

Date of Meeting: Tuesday 4th November 2014
Time: 10.00am
Place: City Hall, College Green, Bristol BS1 5TR

Labour

Councillor Lovell
Councillor Pearce

Liberal Democrat

Councillor Hance

Conservative

Councillor Morris

Members of the Public Safety and Protection Sub Committee A for information:-
Councillor Jethwa, Councillor Langley, Councillor Leaman, Councillor Tincknell

If you have any questions about this agenda, please contact the officers shown below:-

Carl Knights

Senior Licensing Officer

Contact Tel No: (0117) 91-42246

email: sarah.flower@bristol.gov.uk

Jeremy Livitt

Democratic Services Officer

Contact Tel No: (0117) 92-23758

email: jeremy.livitt@bristol.gov.uk

www.bristol.gov.uk

Fax no: (0117) 92 22146

Agenda published: **Friday 24th October 2014**

Produced by the Democratic Services, City Hall, College Green, Bristol BS1 5TR

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.

AGENDA

1. Apologies for absence and substitutions

2. Declarations of Interest

3. Public Forum

Statements and Petitions

Any member of the public or councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the **Public Information Sheet** at the back of this agenda. Please note that the following deadlines will apply in relation to this meeting:

Petitions and statements:

Petitions and statements must be received by noon on the working day prior to the meeting. For this meeting, this means that your submission must be received at the latest by **12.00 noon on Monday 3rd November 2014**.

The notice should be addressed to the Service Director, Legal and Democratic Services, c/o The Democratic Services Team, Room 220, City Hall, College Green, Bristol BS1 5TR, marked for the attention of **Jeremy Livitt**, or email democratic.services@bristol.gov.uk

The total time allowed for public forum business is **30 minutes**.

4. Consideration of the Suspension of Committee Procedure Rules, (CMR10 and 11) Relating to the Moving of Motions and Rules of Debate for the Duration of the Meeting

Recommended - that having regard to the quasi judicial nature of the business on the agenda, those Committee Procedure Rules relating to the moving of motions and the rules of debate (CMR10 and 11) be suspended for the duration of the meeting.

5. Application for the Grant of a Street Trading Consent at the Old Petrol Station, Bedminster Road

(Report of the Service Manager – Regulatory Services)

6. Date of Next Meeting

The next meeting will be held on Tuesday 2nd December 2014 at 10.00am and is likely to be a meeting of Sub Committee A.

Public Information Sheet

Public Safety and Protection Committee 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; the Fire Assembly Point is behind the Norman Arch adjacent to the Central Library.
Lifts must not be used under any circumstances.

Please note: both alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in City Hall (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 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 AT@ position.

Public Forum

If you are a resident in Bristol you can make a **statement** or present a **petition** to any scrutiny meeting, provided that:-

- (i) you give written notice to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts** * and
- (ii) the statement or petition concerns a matter which is the responsibility of the commission/committee concerned.

(* NB - 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)

Statements and petitions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements and petitions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged, but may still be submitted. The scrutiny meeting will decide how these should be dealt with (eg by correspondence or by a future report etc).

The Chair of the meeting has discretion to allow statements and petitions from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other genuine interest in an agenda item. He/she also has discretion to take statements, petitions and questions in an appropriate order (ie not necessarily in order of receipt). The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale

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 and made available at the meeting itself. The information will also be 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. Submissions 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.

Process during and after the meeting :

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper. Remember that your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because 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 is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.