



TO: MEMBERS OF THE PUBLIC RIGHTS OF WAY AND GREENS COMMITTEE	
Councillor Mahmadur Khan (L) Councillor Mike Langley (L) Councillor Neil Harrison (LD) Councillor Tim Kent (LD) Councillor Peter Main (LD) Councillor Peter Abraham (C) Councillor Kevin Quartley (C)	Name: Steve Gregory Tel: (0117) 922 4357 Email: steve.gregory@bristol.gov.uk Textbox: 0117 3574444 Date: 21 st March, 2014

(L = Labour, LD = Liberal Democrat, C = Conservative, I = Independent)

Dear Councillor,

PUBLIC RIGHTS OF WAY AND GREENS COMMITTEE – MONDAY 31 MARCH 2014

You are invited to attend a meeting of the above mentioned committee to be held on **Monday 31st March, 2014 at 2 pm** in a committee room at the City Hall, College Green, Bristol. BS1 5TR.

The agenda for the meeting is set out overleaf and the supporting documents are attached.

Yours sincerely,

Steve Gregory

Steve Gregory
Democratic Services Officer

Legal Services
PO Box 2156, The City Hall,
Bristol BS99 7PH DX7827
Bristol

Shana Johnson
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 SUBSTITUTIONS

To receive any apologies for absence and substitutions.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest.

3. MINUTES – PUBLIC RIGHTS OF WAY AND GREENS COMMITTEE – 27TH JANUARY 2014.

To be confirmed as a correct record.

4. PUBLIC PARTICIPATION – QUESTIONS, STATEMENTS AND PETITIONS

Any member of the public or councillor may participate in public forum. The detailed arrangements for doing so are described in the public information sheet at the back of this agenda.

Please note that the following deadlines will apply in relation to this meeting:

Questions:

Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your submission must be received by 5pm on Tuesday 25th March, 2014.

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 by 12.00 noon on Friday 28th March, 2014.

Notification of your public forum business should be addressed to the Head of Legal Services, c/o Democratic Services Section, Room 220, City Hall, College Green, Bristol BS1 5TR, and marked for the attention of Steve Gregory. If sending by email, please use the following address: democratic.services@bristol.gov.uk.

**5. APPLICATION FOR LAND KNOWN AS “TACKLEY GREEN”
(FORMER TERRITORIAL ARMY LAND) TO BE REGISTERED AS A
TOWN OR GREEN MADE UNDER THE COMMON ACT 2006**

(Report of the Commons Registration Authority)

**6. CURRENT APPLICATIONS FOR REGISTRATION OF LAND AS TOWN
OR VILLAGE GREENS**

To note the present position with regards town or village green applications

(Report of the Commons Registration Authority)

7. URGENT BUSINESS

Any item of business which the Chair is of the opinion should be considered at the meeting as a matter of urgency by reason of special circumstances (to be specified) under Section 100B(4)(b) of the Local Government (Access to Information) Act 1985.

8. DATE OF THE NEXT MEETING

If agreed by Members, the next meeting will be held at 2 pm on Monday 30th June, 2014.

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 at the **Norman Arch, adjacent to Central Library**.

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 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 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 make a **statement** or present a **petition** to any committee meeting, provided that:-

- (i) written notice is given 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 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).

You may also ask a **question** of the chair at a committee meeting. This must be submitted to us in writing not less than 3 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting which will be circulated to all who are present and will be included subsequently, with the minutes of that meeting.

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. They may still be submitted but will not be discussed. The committee meeting will decide how these should be dealt with (e.g. by correspondence or by a future report etc).

The Chair of the meeting has discretion to take statements, petitions and questions in an appropriate order (i.e. not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. 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 in the minutes of the meeting of your name and the details of your submission. A copy of your full written submission will also be included with the agenda papers for the meeting which are placed in the official minute book (the public record) and will also be included on the Council's web site with the other documents for the meeting concerned.

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 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.

Please contact the Democratic Services Officer named on the agenda if you require any further information regarding the above.

Register of Interests

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