

THE DOWNS COMMITTEE

Clifton and Durdham Downs (Bristol) Act 1861

Reply to Oliver Harrison

To : Members of the
Downs Committee

Telephone

E-mail

oliver.harrison@bristol.gov.uk

Date

Friday, 5 November 2021

The Lord Mayor and 6 City Councillors

The Rt. Hon. The Lord Mayor Councillor Steve Smith
Councillor Jos Clark Councillor Geoff Gollop
Councillor Paul Goggin Councillor Katy Grant
Councillor Philippa Hulme Councillor Paula O'Rourke

The Master and 6 Merchant Venturers

Jonathon Baker Mike Bothamley
Gillian Camm Patrick Despard
David Freed David Powell
Peter Rilett

Dear Member,

You are invited to attend a meeting of the **Downs Committee** to be held at **2.00 pm on Monday, 15th November, 2021 at City Hall, College Green, Bristol, BS1 5TR.**

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

Yours sincerely,

OH

Oliver Harrison

Democratic Services Section

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Website

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Agenda

- 1. Welcome, Introductions and Safety Information**
- 2. Apologies for absence**
- 3. Memberships for 2021/2022 (Pages 4 - 6)**
- 4. Chairing Arrangements (Pages 7 - 8)**
- 5. Retiring Members (Page 9)**
- 6. Dates and Times of Future Meetings (Page 10)**
- 7. Delegations (Pages 11 - 12)**
- 8. Action Tracker (Page 13)**
- 9. Minutes of last meeting (Pages 14 - 19)**
- 10. Declarations of interest**

To note and Declarations of Interest raised by Councillors.

11. Public Forum

To consider items of Public Forum sent to the Downs Committee. Interested parties can submit a written statement of approximately one side A4 to the Downs Committee by sending it to Democratic Services by no later than 12pm on Friday 12th November.

- 12. Downs Management Report (Pages 20 - 21)**
- 13. Education Update (Page 22)**
- 14. Events Report (Pages 23 - 24)**
- 15. Finance Update (Page 25)**
- 16. Ice Cream Tenders (Pages 26 - 27)**
- 17. Any Other Business**

18. Date of Next Meeting

The next meeting is scheduled to be held on Monday 24 January in City Hall

Oliver Harrison, Democratic Services Officer

Email: oliver.harrison@bristol.gov.uk or democratic.services@bristol.gov.uk

Downs Committee 15 November 2021

Membership of Downs Committee

Report of the Clerk to the Downs Committee

Purpose of Report

1. To report the names of persons appointed to serve on the Downs Committee.

Background

2. The City Council, as previously reported on 25 May 2021, appointed the following members (in addition to the Lord Mayor Councillor Steve Smith) to serve on the Downs Committee for the 2021/22 municipal year:

Councillor Jos Clark
Councillor Carla Denyer
Councillor Geoff Gollop
Councillor Paul Goggin
Councillor Philippa Hulme
Councillor Paula O'Rourke

However, following her appointment as co-leader of the Green Party, Councillor Carla Denyer is no longer able to discharge her duties on the Downs Committee. Following consultation with Party Group Whips, the following Councillors have been replaced on the Downs Committee with the Councillors indicated for the above period:

Councillor Carla Denyer replaced by Councillor Katy Grant.

3. The Society of Merchant Venturers Charter Day Elections took place on 10th November 2021 to decide the Membership of Downs Committee until November 2021.

The Membership of Master and 6 Merchant Venturers was decided as follows:

Jonathon Baker
Mike Bothamley
Gillian Camm

Patrick Despard
David Freed (Master)
David Powell
Peter Rilett

Recommendation: that the membership be noted

Downs Committee

15th November 2021

Confirmation of Chairing Arrangements

Report of the Clerk to the Downs Committee

Purpose of Report

1. To confirm, for information, the arrangements for chairing for November 2021 to November 2022.

Background

2. Under the provisions of Section 10 of the Clifton and Durdham Down (Bristol) Act 1861, the Lord Mayor of Bristol City Council is Chair of the Committee.

The Vice-Chair of the Committee is the Master of the Society of Merchant Venturers and will assume the Chair at Downs Committee meetings in the Lord Mayor's absence. The Lord Mayor is Councillor Steve Smith.

3. At their Charter Day Elections on 10th November 2021, the Merchant Venturers appointed David Freed as the Master of the Downs Committee for the ensuing year.

Recommended: that the appointment of the Master for November 2021 to November 2022 be noted.

Downs Committee

16th November 2020

Retiring Members of the Committee

Report of the Clerk to the Downs Committee

1. To note the retiring members of the Committee and to note that a letter of thanks for past services will be sent by the Clerk on the Downs Committee's behalf:

Councillors and Former Councillors:

Barry Clark

Chris Davies

Carla Denyer

Kye Dudd

Merchant Venturers:

Simon Cooper

Recommended: that the retirement of members of the Downs Committee be noted and a letter thanking them for their past service be sent by the Clerk to the committee.

Downs Committee

15 November 2021

Dates and Times of Meetings

Report of the Clerk to the Downs Committee

Purpose of Report

1. To approve the dates and times for meetings of the Downs Committee for 2022.

Background

2. The following dates are proposed for 2022. Venues are indicated but are subject to Health and Safety Assessments to ensure appropriate social distancing is maintained. Remote zoom meetings can be held if required:

Monday 24 January 2022 – 2pm at City Hall

Monday 21 March 2022 – 2pm at City Hall

Monday 27 June 2022 – 11am at Merchants Hall followed by lunch and a bus tour of the Downs

Monday 19 September 2022 – 2pm at City Hall

Monday 14 November 2022 – 2pm at City Hall

Recommend: that the Downs Committee meet on the above dates.

Downs Committee 15th November 2021

Delegations

Report of the Clerk to the Downs Committee

Purpose of Report

- (1) To request that the Committee re-appoints the Events and Finance Sub-Group for November 2021 to November 2022
- (2) To request that the Committee agrees to continue to set up Task and Finish Groups as required for other areas of work

Events and Finance Sub-Group

The Events and Finance Sub-Group was re-established at the Annual Committee meeting on Monday 16th November 2020.

It is proposed that the Events and Finance Sub-Group continues to operate as at present i.e. with 4 Councillor and 4 Merchant Venturer Representatives and the Master acting as Chair.

The membership of this Sub-Group will be as follows:

Society of Merchant Venturers

David Freed (Chair) – Master of the Merchant Venturers
Jonathon Baker
David Powell
Peter Rilett

Councillors

Councillor Jos Clark
Councillor Paul Goggin
Councillor Geoff Gollop
Councillor Paula O'Rourke

Task and Finish Groups

The Committee approved the use of Task and Finish Groups as necessary for other areas of work at its meeting on Monday 29th June 2020.

The Committee can set up a Task and Finish Group each time it is required with a size, membership and duration dependent on the need in each case.

This group would have instructions to report back to the main Committee to make the final decision.

In September 2021, a Task and Finish Group was created to review the Strategy and Governance of the Downs Committee. It is proposed that this group continues to operate as it does presently to carry this work forward.

Recommendation

- (1) That the Committee re-establishes the Events and Finance Sub-Group as indicated above
- (2) That the Committee agrees to set up Task and Finish Groups as necessary for other areas of work as indicated above
- (3) That the Committee notes the continuation of the Strategy and Governance Task and Finish Group.

ACTION TRACKER – FOR DOWNS COMMITTEE 15 NOVEMBER 2021

Date of Meeting	Action Description	Holding Action	Deadline for Completion	Action Taken
20 Sep	Committee has requested individual cost codes for Covid payments.	GG KJ	15 Nov	OH emailed KJ and GG 7 Oct
20 Sep	Contact BCC Highways to discuss feasibility of bringing the fourth ice cream pitch back into action.	OH SL	15 Nov	On today's agenda
20 Sep	Contact BCC comms re: messaging on parks bins.	OH	15 Nov	Fay Whitfield (BCC) has supplied a selection of comms options which are currently being costed.
20 Sep	Link ML with PG re: school visits to the Downs.	OH	15 Nov	Complete
20 Sep	Arrange the 20 Oct engagement event for the Chamber not Conference Hall due to audio issues.	OH SS	20 Oct	Complete

Bristol City Council Minutes of the Downs Committee

20 September 2021 at 2.00 pm



Members Present:-

Councillors: Steve Smith (Chair), Jos Clark, Carla Denyer, Geoff Gollop, Paul Goggin, Philippa Hulme, Paula O'Rourke, Jonathon Baker, Mike Bothamley, Simon Cooper, David Powell and Peter Rilett

Officers in Attendance:-

Stefan Edwards, Oliver Harrison, Mandy Leivers, Ben Skuse

1 Welcome, Introductions and Safety Information

The Chair led introductions and read out the safety information.

2 Apologies for absence

Apologies were received from Gillian Camm and David Freed.

3 Declarations of interest

Cllr Geoff Gollop declared an interest as a member of FODAG, Respect the Downs and provides services for Jonathan Baker.

4 Minutes of last meeting

The minutes on item 14 could imply the publication of a limited public report on the judicial review. However, this is superseded by the closed session on 8 September and Item 9 on the agenda today.

RESOLVED the minutes of the previous meeting on 5 July 2021 are agreed as a correct record.

5 Action Tracker

The action tracker was NOTED. The Chair gave a verbal update on the enforcement and Bristol Waste actions, which are ongoing.



6 Matters Arising From the Events and Finance Group

Discussion Notes:

- Additional clarity on Covid payments made to BCC was requested. Were these funds coming down to the individual budget holder? The committee requested the individual codes. [ACTION KJ GG]
- Breaking Bread had difficult time this year, which has affected their income. BB have paid their fees until end July; September is still outstanding and is due for payment in October. BB have been given a 6 week's grace period to calculate the final invoice. This is easier than trying to claim payments piecemeal.
- While BB had to leave their site early, they are being charged on turnover rather than time on site.
- The Ladyboys of Bangkok are appearing at Castle Park rather than the Downs. This was due to availability and budget issues. The alternative location enables them to keep up their income and payment plans.

7 Public Forum

The following public forum statements were NOTED:

01. Friends of the Downs and Avon Gorge (in person)
02. Suzie Lincoln
03. Carol Thompson
04. Downs for People (in person)

8 Ice Cream Concessions

The relevant officer was unavailable for this meeting, however Jonathon Baker was involved in the last Ice Cream concession tender and led the discussion:

- There were concerns about the level of pollution from ice cream vans running their engines. There is a power point at the Sea Walls site that vans can use, but the other two sites do not have them. All electric vans do exist but are very expensive.
- In previous years, the Downs concession pitches have been included in the BCC city-wide tender but are a separate lot with fees coming directly to the Downs Committee. Including them in the city pitches is likely to reduce income as the Downs pitches are premium sites.
- There used to be an additional concession site at Ladies Mile, however this was rendered unusable due to changes in the parking regulations. Members asked for a dialogue with BCC Highways to see if this site can be brought back into use. [ACTION OH SL]
- There was a discussion on the evaluation method of the tender, which includes both price and quality.

RESOLVED:

- The three Downs ice cream pitches should be included in the November tender, but the sites should remain as a separate lot from the rest of the city.



- Jonathan Baker (MV) and Cllr Jos Clark be the points of contact for this work.

9 Legal Review

The Chair gave a quick update on the 8 September closed legal meeting and emphasised that the advice from legal officers is to not disclose any further information. The Chair will respond to emails about this subject in accordance with legal advice.

1 Downs Management Report

0

The Parks Supervisor introduced the report and highlighted the following points:

- We are dealing with intensive event period due to lockdown contracting the time available. Balancing contrasting objectives is difficult, and this has been skewed heavily towards events recently. We currently have the university welcome event and circus on site.
- We have six Bagot goats and four Kashmir goats. This brought us up to ten animals, which are needed for increased grazing. However last week one of our more elderly goats had to be put down, making the current herd nine strong.
- The much higher visitor numbers are still causing issues. Meadow flower areas have been damaged by people walking through them. We do not want this to happen again, so areas have been roped off and signage installed.
- Cllr O'Rourke's wildflower meadow project off the Downs has begun.

Discussion Notes:

- Members thanked Ben and his team for their good work during a very difficult year.
- There was a discussion on the ongoing issue of heavy littering on the Downs and how to address it.
- Removal of all bins was mooted, but this would need a considerable amount of lead time and no parks within Bristol had done this. There were views about gradually reducing the number of bins over time or removing them completely during the quieter winter period. There are many temporary oil drum bins that are withdrawn in winter and usually brought back in April. Any removal of permanent bins would be expensive to reverse.
- Others thought that a no bin policy was unrealistic given the very high volume of waste and the tendency to litter when the existing bins are full. There are businesses on the Downs selling food a drink, this packaging will need to be disposed of and will probably be carried away from the premises. It would be worth considering case studies from other parks to see what can be done.
- Enforcement of littering was also discussed. BCC has established an enforcement team for littering in the city centre that could be utilised for the Downs.
- There needs to be good communication and messaging to nudge people into taking their rubbish home. [ACTION OH] talk to BCC communications about parks bins.



1 Wildlife Project Education Programme

1

The Avon Gorge & Downs Biodiversity Education Manager introduced the report and highlighted the following points:

- There were fewer education sessions in July due to Covid precautions. 10 went ahead but this is below what is usually expected in the summer season. Feedback from schools has been very positive, especially ones from central urban areas. Eight sessions have been booked for the autumn term.
- As part of the Avon Gorge and Downs public events programme, seven events have been planned for October and November including: four walks, two courses and a children's event for the October half term. One of the walks is a goat tour with the Downs Supervisor on 16 October.
- The Nature in the Streets / Rainbow Bridge 2 Nature project which we were running with Off the Record and FODAG to improve the wellbeing of young people, has had to be postponed. 16 young people were recruited, but at the beginning of August there was an outbreak of Covid among the group. The project will relaunch in the spring.
- The first two stages of the Wastes and Strays project have been completed. This is a comparative study of urban green spaces.
- The education team were active at the Downs Festival on 3 September, running an information kiosk and distributing leaflets. They are also running a stand at the University Freshers Fair to engage with students and recruit volunteers.

Discussion Notes:

- It was confirmed that designated BBQ areas form part of the information issued at the Freshers Fair.
- A review was undertaken in 2016, which looked at all the groups that the education programme had engaged with on the Downs. This enabled the identification of gaps and the development of an audience development plan to increase engagement with more diverse groups from across the city.
- School tours are popular and committee members are welcome to accompany one. A Bristol teacher informed a committee member that the class tour was engaging and educational.
- The project has a small pot of funding to enable groups who would not be able to afford transport to the Downs for education sessions to come. -Members from periphery wards requested a direct contact with the Education Manager to increase engagement in their area. [ACTION OH]

1 Events Report

2

The Events Officer introduced the report, which was noted.

- Ward members have received complaints from residents about the noise levels of recent events. The events officer will take these complaints and noise compliance reports to the next Events & Finance group meeting. Any committee member who receives a complaint from a member of the



public should direct them to log this on the Bristol City Council website. This will allow the EO to access them.

- In previous years, events officers have presented a grid to show what events are appearing in which location. This is helpful to visualise the schedule. The EO confirmed that the report will be ready soon as the event schedule is finalised.

1 Finance Update

3

The Finance Officer was unable to attend this meeting. Members are welcome to submit via email any questions or queries on this report.

1 Any Other Business

4

Downs Governance and Strategy Review

- The Working Group for the Downs Governance and Strategy Review met on the 8 September. There will be a consultation event on 20 October here in City hall. This is not about this committee presenting a new strategy, it is a listening event to hear from members of the public about the future of the Downs.
- Although originally scheduled for the Conference Hall, there have been considerable issues with the audio in the hall recently. If distancing allows, this event should be held in the Chamber.
[ACTION OH SS]

Obscuring Trees

- BCC Highways recently contacted the Parks Supervisor to report a road sign outside the zoo was obscured by tree. The Committee delegated authority to the officer to move the sign.

1 Date of Next Meeting

5

The next Downs Committee meeting will be held on 15 November 2021 at City Hall.

Meeting ended at 4.00 pm

CHAIR _____





Downs Management Report 15 November 2021

Ben Skuse: Parks Supervisor

As a team we always enjoy this time of the year. Having firmly left the crowds, bins and litter behind for another summer, autumn represents a time where we look forward to getting into other jobs without the incessant backdrop of overflowing bins and constant litter to be picked up.

Normal duties continue, as we start to use our football pitches on a twice weekly basis now, we must put more time into keeping the surfaces playable with tractor mounted chaining and spiking operations. As the winter really kicks in, we'll no doubt start to incorporate some sand onto the surfaces to aid drainage.

Speaking of drainage (or not) as the case may be, the Clifton playground drainage issues have been to some extent mitigated by the addition of a large amount of play bark. This will at least keep people up and out of the pooling water across the winter until the longer-term surface improvement plan can be agreed upon and implemented.

Between now and the Christmas break a huge tonnage of leaves are going to fall, particularly on The Promenade. These leaves fall in such quantity that they need to be cleared each year. This will happen across several weeks as they fall. In other areas of the Downs, we'll just concentrate on clearing footpaths. The collected leaves are hoovered up by a tractor mounted implement. In recent years we have started to turn these leaves periodically to make a leaf mould type product which we then mix into the soil that we buy throughout the year. We find that not only does this keep costs down because we buy less soil, but mixing this into the soil we buy greatly increases the nutrient value of the soil and we are getting improved grass seed germination and growth when we are looking to repair event sites and football pitch surfaces.

Speaking of event sites, unless we get an unusually dry spell, then there will not be much further work possible on any of our 4 Downs event sites now.

Parry's Lane: In good shape, no damage, no further works required.

Sea Walls: In good shape, some visible damage, grass turf area took well and is integrated successfully. I am comfortable that the visible markings that are still there will grow out in time across the winter. Minimal further works required.

Circus Site: The Circus did a reasonable job to get off site with quite small-scale damage. The big problem here was that they left a skip to be collected and the skip lorry could not access it for several days afterwards and we had to assist the lorry when it did come on to prevent it getting stuck whilst accessing the skip. It is gone now, and we have sorted the ground for now. Some further works required but nothing out of the ordinary.

Water Tower: As ever this is our biggest headache. The ground is significantly damaged, with much work still to do. We were able to carry out quite a lot of work to start the ground repair process, but now the area is flooded in places and we cannot work on it anymore (unless we get a freak dry spell as mentioned). We will take whatever opportunities the weather allows between now and the arrival of the next event onto this area next year, to carry out ongoing works to ensure the ground is fit. The good thing is, having a team based at the Downs allows for us to work with the weather in this way.

Again this winter, we'll be looking to install maybe 5 memorial benches for customers. Alongside this carrying out repairs, cleaning and finally repainting and staining in the spring to all of our other bench stock, a job that in the past we have used people from the community payback scheme to carry out to good effect. Speaking of benches, I was contacted by someone from Clifton Rotary group. Due to retail and housing developments in Clifton village, a bench needs a new home as it needs to be removed from where it currently sits. We will be taking delivery of the bench, refurbishing it and putting it out somewhere on Clifton Down this winter.

For our scrub management work this winter we have decided to focus our attentions on the bank that leads from the Suspension Bridge buttress down to Tuffleigh House next to the White Lion Hotel. This area has not been tackled for several years and is fast reverting to secondary woodland with mainly self-seeded Ash and Sycamore and Hazel growing up to a height that is beginning to shield the views of the gorge and bridge, even the viewpoint area with the lectern on it. In addition to this we will pick a couple of compartments out on the wider Downs, but this job will take much of our attention this winter.

Members will be aware that each year myself and my team carry out de vegetation operations on the rock slopes above the highway on Bridge Valley Rd. This will be taking place again in the new year, across 3 Sundays. Road closures will be in place on

Sun 30th Jan

Sunday 6th Feb

Sunday 13th Feb

I will be able to give further details about this at the next Downs Committee on Jan 24th.

Summary of activities of the Avon Gorge and Downs Wildlife Project education programme

Officer Presenting Report: Mandy Leivers, Avon Gorge and Downs Biodiversity Education Manager

From late September to mid-November we engaged with 326 people through the education programme. With covid in mind we deliberately limited the number and type of autumn events and education sessions this year.

As part of the events programme we ran: three guided walks ('Postcard and poetry promenade', 'Meet the Avon Gorge goat keeper' and an 'Owl Prowl on the Downs'); an 'Identifying birds on the Downs in autumn' course and a 'Willow reindeer' workshop. We had also organised a 'Creepy creatures children's' half-term event but had to cancel this when three of the children dropped out leaving us with insufficient bookings. This was really disappointing as the October half-term event is normally fully booked and often over-subscribed. After speaking to a parent, they felt that many parents were feeling very cautious about their children mixing with other children due to the high Covid rates at the time.

We ran nine education sessions for 215 school children. Following on from their 'Autumn Art' sessions, where the children created Andy Goldsworthy style sculptures and crafted their own hedgehog, squirrel, fox or orb-web spider from clay and natural materials, one of the teachers wrote on their evaluation form that, *"The breadth of facts shared, the high quality resourcing for the activities and excellent behaviour management, made it all a really happy and exciting experience"*.

At the other end of the education spectrum, we ran a stall at the University of Bristol Students' Union 'Welcome Fair' on the Downs. This event is a great opportunity for us to promote the wildlife of the Avon Gorge and Downs, the work of the project and explain about our volunteering programme. During the day we talked to 111 students.

The Your Downs group met to catch up on what's been happening on the Downs since our last full meeting in February 2020, to review current project ideas and to plan events and activities going forward.

We have continued to develop the project website - www.avongorge.org.uk – creating more educational, downloadable 'Activity of the month' resources for the 'Kids Zone'.

The Avon Gorge and Downs Wildlife Project Learning and Engagement Officer's contract comes to an end on the 24th November.

Downs Committee - 14th November 2021

Events Update

Events that have taken place since last Downs Committee

Student Union Welcome Event: took place on the Downs from 24th– 25th September. There were a number of issues around parking and traffic management, but the event was otherwise well run. These issues will be picked up in detail with the organisers at a SAGE debrief session to ensure improvements next year.

Circus: took place on the Downs from 22nd September – 9th October. The event was well managed and was delivered in a covid safe manner.

Upcoming Events - 2022

The following existing events have expressed their intension to return to the Downs in 2022 (subject to site permissions). Note: these are the dates the events are 'live' there will be build and break period either side of each event. The proposals for these events will be discussed in detail at a forthcoming Events & Finance subcommittee meeting.

April	May	June	July	August	September	October
Funderworld: 1 st April – 2 nd May Water Tower						
	Foodies Festival 20 th –22 nd May Parrys Lane					
		March for Men 11 th June Circular Road				
		Comedy Garden 15 th -19 th June Showground				
		Race for Life 25 th -26 th June Circular Road				
			Pride 9 th July Parrys Lane			
				Adventure Cinema 5 th –7 th August Showground		
					Downs Concerts (new name TBC)	

					2 nd -4 th September Circular Road	
					Student Union event 23 rd - 24 th September Parrys Lane	
					Circus: 27 th September – 16 th October Showground	

Complaints

We have received the following complaints relating to recent events on the downs via the official council complaints system:

Foodies Festival – 1

Love Saves The Day – 21

The main topics of complaints have been as follows:

- Antisocial behaviour
- Desire for better consultation
- Dislike of certain types of event
- Noise disruption
- Too many events
- Waste management / damage to the downs.

A more detailed overview of complaints will be provided to the next Events & Finance sub group.



The Downs

Forecast 2021-22

The latest forecast for 2021-22 is as follows:

TABLE 1 - Overall Income and Expenditure Summary

	Full Year Budget	2021/22 Forecast Outturn (as at 15.10.21)	2021/22 Variance	Notes - 2021-22 Forecast
	£	£	£	
<u>Income</u>				
Total Income	350,260	314,428	(35,832)	Deficit
<u>Expenditure</u>				
Total Expenditure	(350,260)	(581,683)	(231,423)	Overspend
<u>Transfer from Reserves</u>	0	97,764	97,764	All reserve funding has now been exhausted
FINAL NET OUTTURN	0	(169,491)	(169,491)	Representing Downs generated net surplus/(deficit)

The forecast for 2021-22 is a deficit mainly driven from final legal costs associated with the defence of a Judicial Review and some ongoing Covid-19 related expenditure, such as additional cleaning and maintenance. Prior year underspends can assist the deficit to some degree; however, they are limited. There has been a minor improvement in the forecast following a successful and well attended music event.

Tendering of ice cream concessions on The Downs	
Name of Author: Sue Long	Date: 5 th November 2021

Purpose of the report

1. Bristol City Council have made the decision to extend all their ice cream, food and drink concession contracts due to end on 31st March 2022 for a year, so they will now end on 31st March 2023.
2. The purpose of this report is to propose that the Downs pitches are extended by the same period.
3. This will result in a tender commencing in November 2022.

Summary

1. The three ice cream concession pitches on the Downs were let in April 2019 on a 3 year contract which will expire on 31st March 2022.
2. Due to Covid19 traders have had to weather a difficult period of lockdowns and economic uncertainty which has resulted in reduction in supply of some goods and rising prices.
3. A tender was carried out last year to let pitches on the harbourside which had become vacant. Only 1 pitch out of the 7 advertised was let.
4. A further year on the contract will enable all concessionaires to stabilise their business and allow the market to settle following the difficult period of 2020/2021.
5. The concessionaires will have a better understanding of the impacts of COVID19 and Brexit on elements of their business when putting together their tender bids.
6. A Variation of Contract letter has been prepared in conjunction with the legal team to be sent as soon as a decision has been taken.

Proposal

1. Agreement to extend the ice cream concession contracts on the Downs with an end date of March 2023.
2. Agreement to Variation of Contract letter (Appendix A) being sent to concessionaires by Sue Long on behalf of the Downs Committee.
3. Should agreement not be reached with the concessionaire regarding the Variation in Contract a report will be presented to the Downs Committee regarding proposal for next steps.



Reply to Sue Long
E-mail Sue.long@bristol.gov.uk
Date

Dear

Variation of Contract

I am writing to propose an amendment to your contract terms and conditions (the contract) by which you are currently operating a mobile concession at xxxxx.

We propose the following amendment to the contract:

- a) The contract end date will be extended and the end date amended to 31st March 2023

I have attached a copy of your contract containing this amendment for your information.

If you agree to the amendments to the contract as set out in this letter please sign one copy of the letter and return one copy to us within 10 days following the date of this letter (we can accept this scanned and sent by email).

The variations to the contract shall come into force upon receipt by us of a signed copy of this letter within the period specified above.

If a signed copy of this letter is received by us after the end of the period specified above then the variations will only come into force if we subsequently confirm the variations in writing.

Yours Faithfully

Sue Long
Project Manager

[Individual name] duly authorised for and on behalf of [trading name]

The addressee has agreed to this letter by signing below:
