

FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 19 June 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillors: I Bastable, Miss S M Bell, F Birkett, J S Forrest,
Mrs C Heneghan, L Keeble, Mrs K Mandry, Ms S Pankhurst and
R H Price, JP

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs S M Bayford, T M Cartwright, T Davies and M J Ford.

2. MINUTES

RESOLVED that the minutes of the meeting of the Committee held on 10 May 2018 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. APPOINTMENT OF TRADING CONCESSIONS PANEL

The Committee was reminded that at the meeting held on 10 May 2018, the annual appointments to the Trading Concessions Panel were deferred pending information regarding the political balance of seats to be allocated.

The Head of Democratic Services advised the Panel that on a Panel membership of 3, the political balance of allocation of seats would be 2 Conservative seats to 1 Liberal Democrat seat. However, as the Trading Concessions Panel has not met since 2014, it was suggested that the process of appointing Panel Members on an annual basis be discontinued and that in the event of a meeting being required a meeting of the Committee be convened based on minimum quorum requirements.

RESOLVED that:-

(a) the process of appointing Panel Members on an annual basis be discontinued; and

(b) in the event of a meeting being required, a meeting of the committee be convened based on minimum quorum requirements.

7. RESPONSIBILITIES OF THE LICENSING AND REGULATORY AFFAIRS COMMITTEE

The Committee received a presentation from the Head of Environmental Health and the Head of Democratic Services on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. A copy of the presentation is attached to these minutes as Appendix A.

The presentation gave an overview of the role of the sub-committees, the delegated powers to officers, responsibilities in respect of commercial health & safety, alcohol licensing, general licensing and taxi licensing. It also covered the scope of the elections service which included individual electoral registration, an overview of the successful move to digital canvas arrangements, a breakdown of registration services and a summary of the elections timetable ranging from 2016 to 2021.

Members asked that thanks be placed on record for the advice and support provided by the Elections team during the election period.

The Head of Environmental Health and the Head of Democratic Services were thanked for providing a very informative presentation.

8. TAXIS AND WHEELCHAIR ACCESSIBILITY

The Committee considered a report by the Head of Environmental Health on Taxis and Wheelchair Accessibility.

Councillors J S Forrest and Mrs C Heneghan arrived at the meeting during this item.

Members felt that it would be important for the Panel to receive a further update with regard to taxis and wheelchair accessibility later in the year to assess whether the measures suggested in the report have been successful in improving the provision of wheelchair accessible taxi services.

RESOLVED that the Licensing and Regulatory Affairs Committee agrees that:

- (a) the age limit for wheelchair accessible vehicles, when first plated as a licensed Hackney Carriage, be increased from 5 years to 10 years (but that the vehicle must still be in immaculate condition); and
- (b) an update on the position with regard to wheelchair accessible hackney carriages be brought to the meeting of the Licensing and Regulatory Affairs Committee scheduled to take place on 26 March 2019.

9. TAXI REPLACEMENT INCENTIVE SCHEME

The Committee considered a report by the Head of Environmental Health which detailed the Taxi Replacement Incentive Scheme approved by the Joint Air Quality Unit.

Councillor I J Bastable left the meeting during this item.

Members commented that due to its responsibilities for traffic flow and management, Hampshire County Council has a significant part to play in improving Air Quality. It was suggested that Officers should consider how Fareham can influence a move away from private cars to public transport and contribute to any Consultations that the County Council put forward.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the report.

10. LICENSING CONDITIONS UPDATE

The Committee considered a report by the Head of Environmental Health which proposes changes to the title of the Licensing Conditions document and to the conditions relating to Air Quality, seating and e-cigarettes.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) approves the proposed changes to 'The Hackney Carriage and Private Hire Conditions and Requirements' in respect of the title of the document and the conditions relating to Air Quality, seating and e-cigarettes; and
- (b) delegates authority to the Head of Environmental Health to re-draft and publish the document to reflect these changes.

11. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME

The Committee considered a report by the Head of Environmental Health on the Committee's Work Programme for 2018/19.

As discussed at Item 8 of the agenda, it was agreed that the Work Programme be amended to include an update on Taxis and Wheelchair Accessibility to the agenda of the meeting scheduled to take place on 26 March 2019.

RESOLVED that the Licensing and Regulatory Affairs Committee:-

- (a) notes the progress on actions arising from the meeting of the Committee held on 27 March 2018, as shown in Appendix A to the report;
- (b) agrees that an item providing an Update on Taxis and Wheelchair Accessibility be added to the agenda of the meeting scheduled to take place on 26 March 2019; and
- (c) subject to (b) above, approves the updated Work Programme for 2018/19 as attached as Appendix B to the report.

(The meeting started at 5.00 pm
and ended at 6.40 pm).

Roles, Functions and Responsibilities

19 June 2018

Functions of the Licensing and Regulatory Affairs Committee

- All licensing and registration functions that are Non-Executive
- Respond to consultations from the Executive and make recommendations to Full Council
- Advise the Council on matters and resources required to undertake the functions of the committee

Functions of the Licensing and Regulatory Affairs Committee

- Delegate licensing and registration powers to any sub committee it may appoint:
 - Licensing Panel
 - Trading Concessions Panel*
- Delegate licensing and registration powers to officers

Specific Functions

- Health and Safety
- Alcohol Licensing
- General Licensing and Registration
- Taxi Licensing
- Elections
- Miscellaneous provisions

Health and Safety

Commercial Premises Enforcement



- 1500 premises in the borough

Page 9

- Accident Investigations



- Complaints
- National Projects
- Advice and Guidance
- Support local businesses

Licensing

Premises Licensing

(alcohol, regulated entertainment and late night refreshment)

- Licence Conditions – Crime and Disorder, Public Nuisance, Public Safety, Safety of Children
- Personal Licences
- Review Licence or prosecute
- Partnership working with Police/trading standards to reduce alcohol related crime – test purchasing, joint inspections
- Significant contribution to low crime in Fareham

General Licensing

Gambling Act 2005

- Small Society Lotteries, Licensing of Gaming Machines in Clubs and Licensed Premises, Adult Gaming Premises, 2 Machine Exemption Permits, betting, bingo etc

Page 11

Charities Act 2006

- Permits currently being issued under Local Government Act 1972

General Licensing

- Animal Licensing – Horses, cats, dogs, pet shops, Dangerous Wild Animals, Zoos
- Sex Establishments
- Skin Piercing
- Scrap Metal
- Street Trading Consents

Taxi Licensing

“Ensure Safety and Comfort”

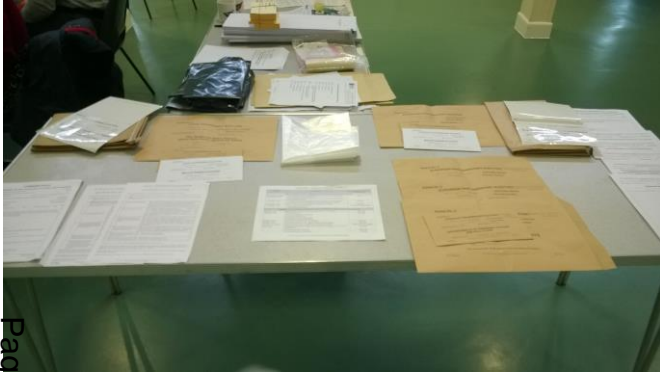
- Private Hire & Hackney Carriage Drivers
- New App. /Renewals – Residency Questionnaire, DBS, Medical, Knowledge Test , DSA driving test

Page 13

Vehicles

- Annual renewals – Engineers Report, age /size restrictions, MOT, Insurance, Licensing Section Inspection
- Advice, Complaints, Enforcement,

Election Services



FAREHAM
BOROUGH COUNCIL

Scope of the Service

- Ensure all residents within the Borough who are eligible to vote in local government, Parliamentary or European Parliamentary elections and UK Referendums are registered to vote;
- Organise all elections and referendums within the Borough on behalf of the appropriate Returning/Counting Officer;
- Undertake periodic reviews of boundary and electoral arrangements within the Borough

Individual Electoral Registration

- Previously, one person in every household was responsible for registering everyone else who lives at that address.

Page 16

Since summer 2014, each person is required to register to vote individually, using unique identifiers such as DOB & NI.

- Household Enquiry Forms to be issued in summer
- Canvass will include follow up letters and personal visits
- 1 December 2018 – publication of annual register

Move to digital canvass

2016

- 47 canvassers covering 62 rounds, handling 1000s of paper forms
- £25,507 spent on canvasser pay & HEF hand-delivery
- Canvass response rate = 96.2%

2017

- 12 canvassers covering 16 rounds using tablets only
- £23,608 spent on canvasser pay & HEF postage
- Canvass response rate = 96.7%
- NEW Canvassers door-knocking year round to complete voter registrations
- NEW Care homes now separate canvass round due to more sensitive needs
- Officer & canvasser time used more effectively due to efficiencies of electronic HEF returns on-line and via tablets

Registration Services

Electors (June 2018)

- Fareham Borough electorate = 90,524 *up by 1102 since June 2017*
- Fareham Parliamentary Constituency = 78,930 *up by 1008 since June 2017*

Postal voting (June 2018)

Page 18

- Fareham Borough postal voters = 14,665 (16% of electorate) *up by 168 since June 2017*
- Fareham Parliamentary Constituency postal voters = 12,395 (16%) *up by 110 since June 2017*

Proxy voting (June 2018)

- Fareham Borough proxy voters = 108 *down by 45 since June 2017*
- Fareham Parliamentary Constituency = 84 *down by 37 since June 2017*

Elections - Timetable

2016

- May - PCC, FBC Locals, HCC Fareham Town by-election
- June - EU Referendum

2017

- May – HCC (new divisions)
- June - Parliamentary election
- July - Business Improvement District (BID ballot)
- Nov – FBC Stubbington By-Election

2018

- May - FBC Local Elections

2019

- **No scheduled elections!!!!!!**
- Polling District & Polling Place Review

2020

- May – FBC Local, PCC

2021

- HCC

For reference, find the details on the new Constitution pages:

Page 20 http://www.fareham.gov.uk/about_the_council/council_and_democracy/constitution/pt2/c6.aspx

Any Questions?

Thank you

Polling Stations

Bar charts etc....