

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

**Date:** Tuesday, 28 May 2013

**Time:** 6:00 pm

**Venue:** The Collingwood Room, Civic Offices, Fareham

**Members:**

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

Mrs M E Ellerton

M J Ford, JP

T J Howard

L Keeble

Mrs K Mandry

D J Norris

R H Price, JP

D M Whittingham

**Deputies:** J S Forrest

N R Gregory

Mrs S Pankhurst



**1. Apologies for Absence**

**2. Minutes** (Pages 1 - 2)

To confirm as a correct record the minutes of the meeting of the Committee held on 9 May 2013.

**3. Chairman's Announcements**

**4. Declarations of Interest**

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

**5. Deputations**

To receive any deputations of which notice has been lodged.

**6. Petition**

To give consideration to a petition submitted by Fareham Taxi Hackney Association requesting that the Council regulates the issuing of Taxi Hackney and Private Hire Plates in the Borough.

**7. Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee**

To receive a presentation from the Director of Regulatory and Democratic Services on the responsibilities of the Licensing and Regulatory Affairs Committee.

**8. Licensing and Regulatory Affairs Committee Work Programme** (Pages 3 - 8)

To consider a report by the Director of Regulatory and Democratic Services on the Committee's Work Programme for 2013/14.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)

17 May 2013

**For further information please contact:  
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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Thursday, 9 May 2013

**Venue:** Collingwood Room, Civic Offices, Fareham

**PRESENT:**

Mrs P M Bryant (Chairman)

T M Cartwright (Vice-Chairman)

**Councillors:** Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton,  
M J Ford, JP, T J Howard, L Keeble, Mrs K Mandry, D J Norris  
and R H Price, JP



## **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence given at this meeting.

## **2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 19 March 2013 be confirmed and signed as a correct record.

## **3. APPOINTMENT OF LICENSING PANEL**

The Committee was reminded that it had decided to appoint a Licensing Panel with rotating membership to hear and determine various applications under the Licensing Act 2003, applications to drive or operate hackney carriage or private hire vehicles and applications under the Gambling Act 2005. Members were reminded that, under the provisions of the Licensing Act 2003, such a Panel may only comprise three members.

RESOLVED that:-

- (a) a Licensing Panel be appointed for 2013/14 with those terms of reference and delegated powers previously determined by the Committee on 1 February 2005, as amended on 23 January 2007 and subsequently confirmed by the Council on 15 February 2007;
- (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Panel for 2013/14; and
- (c) members of the Licensing and Regulatory Affairs Committee be appointed to the Licensing Panel, such that it comprises the Chairman and two other members of the Committee, appointed on a rotating basis, subject to their having completed the necessary training.

## **4. APPOINTMENT OF TRADING CONCESSIONS PANEL**

The Committee was reminded that it had decided to appoint a Trading Concessions Panel to deal with occasional issues arising from the grant of catering concessions in West Street, Fareham. The Committee was invited to appoint the Panel for 2013/14.

RESOLVED that:-

- (a) Councillors Mrs P M Bryant, T M Cartwright, Mrs M E Ellerton, Mrs K Mandry and R H Price be appointed to the Licensing Trading Concessions Panel for 2013/14;
- (b) Councillor Mrs P M Bryant be appointed Chairman of the Licensing Trading Concessions Panel for 2013/14; and
- (c) Councillor T M Cartwright be appointed Vice-Chairman of the Licensing Trading Concessions Panel for 2013/14.

(The meeting started at 2.59pm  
and ended at 3.05pm).

# FAREHAM

BOROUGH COUNCIL

## Report to Licensing and Regulatory Affairs Committee

**Date**                **28 May 2013**

**Report of:**        **Director of Regulatory and Democratic Services**

**Subject:**         **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME 2013/14**

### **SUMMARY**

At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. Members are now requested to give further consideration to the Work Programme and identify any items the Committee may wish to be added.

### **RECOMMENDATION**

That the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as shown in Appendix A to the report, be agreed and the information contained in the progress report, as shown in Appendix B to the report, be noted.

## **INTRODUCTION**

1. At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed.

## **MONITORING**

2. Details of progress on actions arising from matters considered at the last Committee meeting in 2012/13 are shown in Appendix B for members' information.

## **RISK ASSESSMENT**

3. There are no significant risk considerations in relation to this report.

## **CONCLUSION**

4. The Committee is invited to :-
  - (i) confirm the Licensing and Regulatory Affairs Committee Work Programme for 2013/14, as set out in Appendix A; and
  - (ii) note progress on matters considered by the Committee at its last meeting in 2012/13, as shown in Appendix B.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

For further information on this report please contact Garry White (Ext 4395).

APPENDIX A - 2013/14 Work Programme.

APPENDIX B - Progress on matters considered at the last meeting of the Committee.

## LICENSING AND REGULATORY AFFAIRS COMMITTEE – WORK PROGRAMME 2013/14

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
<b>28 MAY 2013</b>	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Committee work programme 2013/14	
<b>9 JULY 2013</b>	Committee work programme 2013/14 Annual Taxi Vehicle Renewals Actual Revenue Expenditure 2012/13	
<b>17 SEPTEMBER 2013</b>	Review of Hackney Carriage Tariff Committee work programme 2013/14 Six- monthly Monitoring Report on Applications Received	
<b>19 NOVEMBER 2013</b>	Spending Plans 2014/15 Committee work programme 2013/14	
<b>21 JANUARY 2014</b>	Committee work programme 2013/14	
<b>18 MARCH 2014</b>	Committee work programme 2013/14 and draft for 2014/15 Monitoring Report on Applications Received Annual Health and Safety Service Plan Annual Report on Licensed Premises and Community Safety	

To be assigned:

In-house Licensing Training Sessions (2)



## LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 28 May 2013

## Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>19 March 2013</b>
Subject	Health and Safety Service Plan
Type of Item	Service Plan Review
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the Health and Safety Service Plan (copy of report <a href="#">lc-130319-r03-jtr</a> circulated with agenda).</p> <p>RESOLVED that:-</p> <p>(a) the Section 18 Health &amp; Safety Intervention Plan, as shown in Appendix A to the report, be approved; and</p> <p>(b) that officers be thanked for the work they do in delivering this comprehensive service.</p>
Outcome	Item added to the Committee's work programme for 2013/14
Link Officer	Juli Treacy
Subject	Monitoring Report for Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the work of the Licensing Team (copy of report <a href="#">lc-130319-r02-iri</a> circulated with agenda).</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme 2012/13 and Draft for 2013/14
Type of Item	Programming

Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the work programme for 2012/13 and the draft for 2013/14 (copy of report <a href="#">lc-130319-r01-gwh</a> circulated with agenda).</p> <p>RESOLVED that:-</p> <p>(a) the progress report on the Licensing and Regulatory Affairs Committee Work Programme for 2012/13, attached as Appendix A to the report, be noted;</p> <p>(b) the officers be requested to arrange two in-house Licensing training sessions during 2013/14; and</p> <p>(c) subject to the addition of an item on Licensed Premises and Community Safety (minute 6(c) above refers) and to (b) above, the proposed draft work programme for 2013/14, as shown in Appendix B to the report, be approved.</p>
Outcome	Work programme amended accordingly.
Link Officer	Garry White