

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

**Date:** Tuesday, 19 November 2013

**Time:** 6:00 pm

**Venue:** 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

N R Gregory

T J Howard

L Keeble

Mrs K Mandry

D J Norris

R H Price, JP

**Deputies:** J S Forrest

Mrs S Pankhurst



**1. Apologies for Absence**

**2. Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Committee held on 17 September 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. Spending Plans 2014/15** (Pages 5 - 18)

To consider a report by the Director of Finance and Resources on spending plans for 2014/15.

**7. Review of Polling Districts and Polling Places** (Pages 19 - 26)

To consider a report by the Director of Regulatory and Democratic Services on a review of polling districts and polling places.

**8. Street Trading Concessions** (Pages 27 - 32)

To consider a report by the Director of Regulatory and Democratic Services on street trading concessions.

**9. Licensing and Regulatory Affairs Committee Work Programme** (Pages 33 - 42)

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)  
8 November 2013

**For further information please contact:**  
**Democratic Services, Civic Offices, Fareham, PO16 7AZ**  
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**[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Tuesday, 17 September 2013

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

**PRESENT:**

Councillor T M Cartwright (Vice-Chairman in the Chair)

**Councillors:** Mrs M E Ellerton, M J Ford, JP, L Keeble, Mrs K Mandry, Mrs S Pankhurst (deputising for Mrs P M Bryant), R H Price, JP and D M Whittingham



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Chairman, Councillor Mrs P M Bryant and from Councillors Mrs S M Bayford, Miss S M Bell, T J Howard and D J Norris.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 9 July 2013 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.

**DECISIONS UNDER DELEGATED POWERS**

**6. INTEGRATED INSPECTION SCHEME**

The Chairman welcomed Al Heinrich, Fareham Station Manager, Hampshire Fire and Rescue Service and PC Jason Pearce, Fareham Licensing Officer, Hampshire Constabulary, to the meeting.

The Committee considered a report by the Director of Regulatory and Democratic Services on the introduction of joint inspection of licensed premises by the police, environmental health and fire and rescue services.

Members received a presentation from the environmental health Food, Health & Safety, & Licensing Team Leader, the Police Licensing Officer for Fareham and the Fareham Station Manager, Hampshire Fire and Rescue Service, on the proposed trial of pre-planned multi-agency visits to high risk licensed premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them and to assist in achieving compliance.

It was noted that a seminar on the trial scheme was to take place at Ferneham Hall on Wednesday 18 September 2013 and that there had been a very good response to it, with approximately 110 businesses having indicated that they would attend. Feedback from the seminar would be reported to a future meeting of the Committee.

It was further noted that the pre-planned multi-agency visits would be part of a range of interventions, which would still include unannounced visits and spot checks.

RESOLVED that:-

- (a) the trial, which will assist in ensuring that those higher risk licensed premises within the Borough comply with the legislation and the requirements of their premises licences, be endorsed;
- (b) the checking of noise limiters and their settings be included on the inspection list; and
- (c) the officers be thanked for their presentation.

**7. SIX MONTHLY MONITORING REPORT ON APPLICATIONS RECEIVED**

The Committee considered a report by the Director of Regulatory and Democratic Services on licensing applications received.

Members were advised that the Government had just recently commenced a consultation concerning the future of Personal Licences (paragraph 6 of the report refers).

RESOLVED that the report be noted.

**8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME**

The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.

RESOLVED that:-

- (a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;
- (b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and
- (c) it be noted that arrangements were being made for an in-house licensing training session to take place, involving the Head of Environmental Health, the Solicitor to the Council and the Licensing Solicitor; the training session would be tailored to Fareham members' needs and would be in a more two-way format than previous sessions.

(The meeting started at 6.00 pm  
and ended at 7.05 pm).

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# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **19 November 2013**

**Report of:**            **Director of Finance and Resources**

**Subject:**              **SPENDING PLANS 2014/15**

#### **SUMMARY**

This report sets out the overall level of revenue spending on this Committee's services and seeks approval for the revised revenue budget for 2013/14 and the base budget for 2014/15.

#### **RECOMMENDATION**

- (a) That the revised budget for 2013/14 be approved;
- (b) That the fees and charges for 2014/15 be approved; and
- (c) That the base budget for 2014/15 be approved.

## **INTRODUCTION**

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees and charges for 2014/15 and allows the Committee to consider in detail these plans for the provision of services, as set out in Local Service Agreements, within the Licensing and Regulatory Affairs services during the next financial year.
2. This report and the revenue budgets have been prepared in accordance with the Medium Term Finance Strategy that was approved by the Executive on 7 October 2013 and will cover the capital programme, fees and charges and the revenue budget.

## **CAPITAL PROGRAMME**

3. For this Committee there are no capital projects planned.

## **FEES AND CHARGES**

4. The current fees and charges for Licensing and Regulatory Affairs services and the proposed charges for 2014/15 are set out in Appendix A.
5. The proposed discretionary charges have been increased to achieve a minimum of 5% increase in income wherever possible and desirable, with the reasons for major variations from this policy set out in the following paragraphs.
6. There is no proposal to increase the fees for taxi licensing as no request was received from the trade to increase the taxi tariff this year. In addition the Council has made efficiencies in the way the service is delivered enabling the current charges to be maintained at existing levels, while still fully funding the service. This will be the fifth successive year where no increase has been sought; the last increase in fees was in April 2009.
7. It is proposed that the hourly charge for technical advice to businesses for Licensing and Health and Safety advice should not be increased this year as last year this was increased from £25.00 to £45.00 per hour, representing an 80% increase which brought these fees into line with the other technical advice charges in the Public Protection portfolio and made them more representative. This fee is still considered to be a fair reflection of the actual cost to provide the service.
8. There are several new fees which have been included as a result of the Scrap Metal Dealers Act 2013 which came into force on 1 October 2013. The proposed fees were considered and agreed by the Executive on 2 September 2013.
9. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.



## REVENUE BUDGET

10. Appendix B analyses the overall budget total over the individual Licensing and Regulatory Affairs Committee services and by the different types of expenditure and income.

### Base Budget 2013/14

11. The base budgets for 2013/14 were considered by this Committee in November 2012 and were confirmed by the Full Council on 22 February 2013.
12. The base budget for 2013/14 amounted to £395,800.

### Revised Budget 2013/14

13. The overall revised budget for 2013/14 is £399,700, an increase of £3,900 or 1% from the base budget.

### Base Budget 2014/15

14. The overall base budget for 2014/15 is £503,400, an increase of £107,600 or 27.2% from the base budget for 2013/14.

### Revenue Budget Comparisons

15. The following table analyses the total variations between expenditure and income:

	<b>Revised Budget 2013/14</b>	<b>Base Budget 2014/15</b>
	<b>£</b>	<b>£</b>
Base Budget 2013/14	395,800	395,800
Expenditure variations	+10,700	+107,600
Income variations	-6,800	0
<b>TOTAL</b>	<b>399,700</b>	<b>503,400</b>

16. The major variations in the individual service budgets are summarised in the following table:

	<b>Revised Budget 2013/14</b>	<b>Base Budget 2014/15</b>
	<b>£</b>	<b>£</b>
Base Budget 2013/14	395,800	395,800
Hackney Carriage & Private Hire Vehicles	-100	-100
Licensing	+2,200	+1,800
Health and Safety Enforcement	-11,500	-10,300
Election Services	+13,300	+116,200
<b>TOTAL</b>	<b>399,700</b>	<b>503,400</b>

17. Appendix B of this report shows the analysis of expenditure and income for individual services and the following paragraphs of this report set out issues affecting individual services that have arisen in the current year in order to

explain the variations between the base and revised budgets for 2013/14 and the base budget for 2014/15

## **SERVICE ISSUES**

### **Employee and Internal Support Costs**

18. The employee cost budgets are calculated by estimating the time that will be spent by employees in each service area.
19. In order to streamline and simplify the process of allocating employee costs to services, internal processes have been revised which may also have resulted in a small degree of fluctuation between current and past years' budgets.
20. Internal support service cost provided to this committee, including ICT, Personnel, Finance, Customer Services and accommodation recharges, will have also been affected by the changes outlined above.

### **Hackney Carriage Licences**

21. There has been a negligible decrease in the budget for this service of £100. There has been a reduction in employee costs (£4,000) and supplies and services (£1,500), and an increase in the internal support costs (£5,400).
22. Although this heading shows a small surplus of income over expenditure it does not reflect the cost of providing member support to the committee. This cost is shown within the Executive's Policy, Strategy and Finance Portfolio and has a cost for the whole council of over £1million in the base budget for 2013/14.

### **Licensing**

23. There has been a slight increase in the budget for this service of £1,800. This is as a result of an increase in employee costs (£400), transport related expenditure (£200), and internal support costs (£2,300). However supplies and services have seen a reduction (£1,100). No changes have been proposed for income from fees & charges.

### **Health & Safety Enforcement**

24. There has been an overall reduction in the budget for this service of £10,300. This is mainly as a result of a reduction in employee costs (£12,700) due to changes in time allocations and supplies and services (£1,100). However transport related expenditure has increased (£800) and internal support costs (£2,800).

### **Election Services**

25. There has been an overall increase in the budget for this service of £116,200. This is primarily because there are local elections due to be held next year, which the Council is required to fund (£100,000). There are also European elections due next year and the cost of this is offset by the grant income which will be received from Central Government. Other changes show an increase in supplies and services (£8,300) which mainly relates to ICT direct system costs for Register of Electors. There are also increases in internal recharges (£1,500) and in employee costs (£6,300).

## **RISK ASSESSMENT**

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

## **CONCLUSION**

27. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by council tax payers:
- Investment income;
  - General government grant; and
  - The Council's share of business rate income.
28. These sources of income are generally outside the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that, unless it can be matched by increased service income, additional spending on services has to be fully funded by council tax payers.
29. It follows that members must give full weight to the Council's overall position and future council tax levels when the revenue budgets for 2014/15 are considered.
30. The Committee is asked to review the revised budgets for 2013/14 and the base budgets and fees and charges for 2014/15 and consider whether it wishes to submit comments for consideration by Full Council.

**APPENDIX A - Fees and Charges 2014/15**

**APPENDIX B - Revenue Budget 2013/14 Revised & 2014/15 Base**

**Background Papers:** None

**Reference Papers:** Report of the Director of Finance and Resources to the Executive on 7 October 2013 'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 2 April 2012 'Efficiency Proposals'

Report of the Director of Corporate Policy & Performance to the Licensing and Regulatory Committee on 18 November 2008 'Local Service Agreements (LSA's)'

**Enquiries:**

For further information on this report please contact Linda Arthur (Ext 4515).

**APPENDIX A**

**LICENSING AND REGULATORY AFFAIRS COMMITTEE**

**LICENCES AND FEES**

<b>Statutory Charges</b>	<b>Current Fee £</b>
Lotteries - Registration	40.00
- Renewal	20.00

**Gambling Act 2005**

Charges available on application to Director of Regulatory and Democratic Services

**LICENSING ACT 2003**

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council is the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which, such as liquor licensing, were previously undertaken by the Magistrates' Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm.

The Fees have been set by the Government and are detailed below:

### Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial Licence Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band	Variation Fee £
£0 - £4,300	A	20.00
£4,301 - £33,000	B	60.00
£33,001 - £87,000	C	80.00
£87,001 - £125,000	D	100.00
£125,001 and over	E	120.00

### Exceptionally large events

A fee structure also exists for exceptionally large events starting at capacity of 5,000 people. Please contact the Licensing Authority for details of these.

## Personal Licences, Temporary Events and other Fees - (Statutory)

Additional Fees are as follows:

<b>Occasion on which Fee payable</b>	<b>Current Fee £</b>
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

### Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

**OTHER LICENCES AND FEES - Discretionary**

All Fees and Licences are exclusive of VAT unless stated

<b>Other Licences and Fees</b>	<b>Current Fee £</b>	<b>Proposed Fee £</b>	<b>Increase %</b>
Skin Piercers : Premises	133.00	140.00	5.3
Skin Piercers : Persons	78.00	82.00	5.1
Street Trading Consent : 12 months	1,600.00	1,680.00	5.0
Street Trading Consent : 6 months	900.00	945.00	5.0
Street Trading Consent : 3 months	500.00	525.00	5.0
Dangerous Wild Animal Licences (note 1) : Registration	772.00	815.00	5.6
Dangerous Wild Animal Licences (note 1) : Renewal	83.00	88.00	6.0
Riding Establishment Licences (note 1) : Initial registration / renewal/variation –per horse	36.00	38.00	5.6
Animal Boarding Establishment Licences - (note 1)	155.00	165.00	6.5
Home (Domestic) Animal Boarding Establishment Licences	110.00	115.00	4.5
Pet Shop Licences - (note 1)	105.00	110.00	4.8
Dog Breeders Licence - (note 1)	155.00	165.00	6.5
Zoo : Initial Application (valid for 4 years) - (Note 1)	1,715.00	1,800.00	5.0
Zoo : Renewal (valid for 6 years) - (Note 1)	1,715.00	1,800.00	5.0
Sex Shops/Establishments: Initial Fee	1,715.00	1,800.00	5.0
Sex Shop/Establishments: Renewal Fee	1,715.00	1,800.00	5.0
Scrap Metal Dealer: New Application	New Fee	225.00	
Scrap Metal Dealer: Application Renewal	New Fee	125.00	
Mobile Collector: New Application	New Fee	125.00	
Mobile Collector: Application Renewal	New Fee	90.00	
Variation of Licence	New Fee	125.00	
Replacement Licence	New Fee	20.00	
Advice to commercial premises - charge per hour or part thereof	45.00	45.00	Nil
<b>Notes</b>			
1. All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above.			

**HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES - Discretionary**

<b>Hackney Carriage and Private Hire Licences -</b>	<b>Current Fee</b>
<b>No increase proposed</b>	<b>£</b>
<b>Vehicle Licence</b>	
Hackney Carriage	185.00
Private Hire	185.00
Transfer of Licence (Note 2)	185.00
Temporary Transfer (Note 3,4)	185.00
<b>Operator's Licence</b>	
Private Hire	185.00
<b>Driver's Licence</b>	
Initial Licence: Hackney Carriage	80.00
Initial Licence: Private Hire	80.00
Initial Licence: Dual Application	115.00
Subsequent Licence: Hackney Carriage	60.00
Subsequent Licence: Private Hire	60.00
Subsequent Licence: Dual Application	87.00
DVLA Drivers' Licence check (Note 5)	5.75
Failure to attend appointment	34.00
Replacement Licence	10.50
Transfer of Ownership (Note 2)	25.00
<b>Knowledge Test</b>	
Per test	30.00
<b>Driver's Badge</b>	
Issue and Replacement (Note 1)	5.00
<b>Vehicles</b>	
Replacement plates and fixings (Note 1)	20.00
Replacement brackets	15.00
Interior windscreen plate	5.00
<b>Other</b>	
Criminal Records Bureau Fee	Actual Cost
Medical Consultation	Actual Cost
<b>Notes:</b>	
1. Fee inclusive of VAT at the prevailing rate.	
2. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%.	
3. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.	
4. This charge has been set at a level to cover the cost of administering transfers.	
5. This is the actual cost to the council.	



## **ELECTION SERVICES**

Returning Officer's Fees and disbursements: as determined by Hampshire Election Fees Working Party; available on request to Head of Democratic Services.

### **REGISTRATION OF ELECTORS (Statutory)**

<b>Item</b>	<b>Data</b>	<b>Printed</b>
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register *	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices *	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register *	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)

**\*Notes:**

1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.
2. Packing and carriage costs will also apply where relevant.
3. A request for the same part of the register in both printed and data form will be treated as two separate requests.

**LICENSING AND REGULATORY AFFAIRS COMMITTEE**

**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15**

	<b>Actuals 2012/13</b>	<b>Base Estimate 2013/14</b>	<b>Revised Estimate 2013/14</b>	<b>Base Estimate 2014/15</b>
	£	£	£	£
HACKNEY CARRIAGE LICENCES	-15,429	-3,800	-3,900	-3,900
LICENSING	-8,002	-9,000	-6,800	-7,200
HEALTH & SAFETY ENFORCEMENT	160,734	157,900	146,400	147,600
ELECTION SERVICES	317,937	250,700	264,000	366,900
	<b>455,240</b>	<b>395,800</b>	<b>399,700</b>	<b>503,400</b>

**SUBJECTIVE ANALYSIS**

	<b>Actuals 2012/13</b>	<b>Base Estimate 2013/14</b>	<b>Revised Estimate 2013/14</b>	<b>Base Estimate 2014/15</b>
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	332,994	393,000	376,900	383,000
PREMISES RELATED EXPENDITURE	18,625	15,000	15,000	15,000
TRANSPORT RELATED EXPENDITURE	2,234	1,400	2,500	2,500
SUPPLIES AND SERVICES	236,334	151,400	162,800	255,900
CONTRACT PAYMENTS	7,112	3,100	5,500	3,100
INTERNAL SUPPORT	129,714	118,300	130,200	130,300
<b>GROSS EXPENDITURE</b>	<b>727,013</b>	<b>682,200</b>	<b>692,900</b>	<b>789,800</b>
GOVERNMENT GRANTS	-92,031	-110,000	-116,800	-110,000
SALES	-2,260	-1,800	-1,800	-1,800
FEES AND CHARGES	-177,482	-174,600	-174,600	-174,600
<b>GROSS INCOME</b>	<b>-271,773</b>	<b>-286,400</b>	<b>-293,200</b>	<b>-286,400</b>
<b>NET EXPENDITURE</b>	<b>455,240</b>	<b>395,800</b>	<b>399,700</b>	<b>503,400</b>

	<b>Actuals</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
<b><u>HACKNEY CARRIAGE LICENCES</u></b>	<b>2012/13</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	49,592	57,900	52,700	53,900
TRANSPORT RELATED EXPENDITURE	96	100	100	100
SUPPLIES AND SERVICES	13,738	15,700	14,200	14,200
CONTRACT PAYMENTS	0	0	1,200	0
INTERNAL SUPPORT	14,794	11,400	16,800	16,800
<b>GROSS EXPENDITURE</b>	<b>78,220</b>	<b>85,100</b>	<b>85,000</b>	<b>85,000</b>
SALES	-224	-300	-300	-300
FEES AND CHARGES	-93,425	-88,600	-88,600	-88,600
<b>GROSS INCOME</b>	<b>-93,649</b>	<b>-88,900</b>	<b>-88,900</b>	<b>-88,900</b>
<b>NET INCOME</b>	<b>-15,429</b>	<b>-3,800</b>	<b>-3,900</b>	<b>-3,900</b>

	<b>Actuals</b>	<b>Base</b>	<b>Revised</b>	<b>Base</b>
<b><u>LICENSING</u></b>	<b>2012/13</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	49,297	53,100	52,700	53,500
TRANSPORT RELATED EXPENDITURE	158	100	300	300
SUPPLIES AND SERVICES	3,624	3,800	2,700	2,700
CONTRACT PAYMENTS	4,457	3,100	4,300	3,100
INTERNAL SUPPORT	18,063	16,900	19,200	19,200
<b>GROSS EXPENDITURE</b>	<b>75,599</b>	<b>77,000</b>	<b>79,200</b>	<b>78,800</b>
FEES AND CHARGES	-83,601	-86,000	-86,000	-86,000
<b>GROSS INCOME</b>	<b>-83,601</b>	<b>-86,000</b>	<b>-86,000</b>	<b>-86,000</b>
<b>NET EXPENDITURE</b>	<b>-8,002</b>	<b>-9,000</b>	<b>-6,800</b>	<b>-7,200</b>

<b><u>HEALTH &amp; SAFETY ENFORCEMENT</u></b>	<b>Actuals 2012/13</b>	<b>Base Estimate 2013/14</b>	<b>Revised Estimate 2013/14</b>	<b>Base Estimate 2014/15</b>
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	113,184	120,800	106,500	108,100
TRANSPORT RELATED EXPENDITURE	469	200	1,000	1,000
SUPPLIES AND SERVICES	16,807	13,500	12,400	12,300
CONTRACT PAYMENTS	2,654	0	0	0
INTERNAL SUPPORT	27,885	23,400	26,500	26,200
<b>GROSS EXPENDITURE</b>	<b>160,999</b>	<b>157,900</b>	<b>146,400</b>	<b>147,600</b>
FEES AND CHARGES	-265	0	0	0
<b>GROSS INCOME</b>	<b>-265</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>160,734</b>	<b>157,900</b>	<b>146,400</b>	<b>147,600</b>

<b><u>ELECTION SERVICES</u></b>	<b>Actuals 2012/13</b>	<b>Base Estimate 2013/14</b>	<b>Revised Estimate 2013/14</b>	<b>Base Estimate 2014/15</b>
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	120,921	161,200	165,000	167,500
PREMISES RELATED EXPENDITURE	18,625	15,000	15,000	15,000
TRANSPORT RELATED EXPENDITURE	1,511	1,000	1,100	1,100
SUPPLIES AND SERVICES	202,165	118,400	133,500	226,700
INTERNAL SUPPORT	68,973	66,600	67,700	68,100
<b>GROSS EXPENDITURE</b>	<b>412,195</b>	<b>362,200</b>	<b>382,300</b>	<b>478,400</b>
GOVERNMENT GRANTS	-92,031	-110,000	-116,800	-110,000
SALES	-2,036	-1,500	-1,500	-1,500
FEES AND CHARGES	-191	0	0	0
<b>GROSS INCOME</b>	<b>-94,258</b>	<b>-111,500</b>	<b>-118,300</b>	<b>-111,500</b>
<b>NET EXPENDITURE</b>	<b>317,937</b>	<b>250,700</b>	<b>264,000</b>	<b>366,900</b>

# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **19 November 2013**

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

**Subject:**              **REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

#### **SUMMARY**

The Council has a statutory duty to undertake a regular review of polling districts and polling places as required by the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. This report seeks to make minor amendments to a number of polling districts and polling places where it is considered improvements can be made.

#### **RECOMMENDATION**

The Committee is recommended:

- (a) to consider the amendments proposed to the scheme as set out in Appendix A;
- (b) to recommend to Council the scheme, as amended;
- (c) to publish the revised register of electors at the conclusion of the annual audit to reflect the approved scheme;
- (d) to advise electors of the change to the electoral district and polling station in advance of the next election; and
- (e) to recommend a comprehensive review of the polling districts and polling places across the Borough is undertaken following the next scheduled elections to ensure a revised scheme is in place before 31 January 2015.

## **INTRODUCTION**

1. The Council has a statutory duty to keep under review the polling districts and polling places it uses for parliamentary (and other) elections. The last review was undertaken in 2011 and new regulations contained in The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and places. The next compulsory review must now be started and completed between 1 October 2013 and 31 January 2015.
2. As the polling districts and polling places are constantly kept under review, this report will only consider the areas in which problems have been identified. A further review will be undertaken after the next scheduled elections to consult across the Borough with the electorate, interested groups and statutory consultees as explained in the following paragraphs.

## **THE LEGISLATIVE BACKGROUND**

3. The Representation of the People Act 1983 requires the local authority to divide its area into polling districts for the purpose of parliamentary elections and to keep such districts under review. Polling districts may also be designated for local government elections and in practice they follow the same boundaries as the parliamentary ones. Essentially, polling districts are the geographical sub-divisions of an electoral area, whether that is a constituency, a county division or a borough ward. Neither the parliamentary constituency boundaries, nor the local government wards and division boundaries may be changed by this process.
4. A local authority is also required to designate a polling place for each polling district. A polling place is a building or an area in which polling stations are located. The location of a polling station within a polling place is a matter for the Returning Officer and, as part of this review, the Returning Officer has been consulted on the proposed changes.
5. In undertaking a review the local authority must seek to ensure that all electors in a constituency have such reasonable facilities for voting as are practicable in the circumstances. It must also seek to ensure that so far as is practicable every polling station is accessible to electors who are disabled. A polling place should preferably be located within the polling district, but the Act recognises this is not always feasible,
6. The process for undertaking a review is largely prescribed by the Act and regulations but minor alterations can be implemented between major reviews to satisfy the reasonable requirements of electors or to consider the accessibility to disabled persons of polling stations within a designated polling place.

## **THE 2013 REVIEW**

7. The law requires a comprehensive review to be taken before 31 January 2015; this review considers some of the polling districts and places where problems have arisen which should be considered before the next scheduled elections in May 2014.
8. Undertaking a full review will require extensive consultation with interested parties and statutory consultees; inspection of all current and potential places, as necessary and the preparation of draft proposals. It is considered this could be undertaken in part by gathering information during the scheduled elections in May 2014 and preparing reports for your consideration during the autumn. This will enable consultation to take

place with councillors, political parties the electorate and disability groups.

9. The proposals contained in this report for each ward, are as follows:

Fareham East	No change to current scheme
Fareham North	FN4 – consider alternative venue:  The polling place is currently at Fareham Community Church, West Street, Fareham. The café area on the ground floor was originally used as the polling station but this is now in use. The accommodation at first floor is good and a lift is available but concerns have been raised regarding the accessibility. It is proposed to use the Fire Station for future elections as it is easily accessible to all voters from the side access, although voters must be advised of car parking availability around the fire station.
Fareham South	No change to current scheme
Fareham West	No change to current scheme
Fareham North-West	No change to current scheme
Hill Head	No change to current scheme
Locks Heath	No change to current scheme
Portchester East	PE1, PE2 and PE5 – review of district boundaries  Since the last review, district PE1 is now served by a polling station located at Portchester Fire Station, which is more accessible to voters in Station Road and Newtown than the Castle Street Centre where they currently vote. It is proposed to move these voters from PE2 to PE1.  Voters in district numbers PE3 – PE6 now use the Portchester Community Centre as a polling station. It is considered that voters living in Rushin Court and above the shops in Portchester Precinct are now closer to the Castle Street Centre and should be moved from PE5 to PE2.
Park Gate	No change to current scheme
Portchester West	No change to current scheme
Sarisbury	No change to current scheme
Stubbington	ST1 and ST2 – consider alternative venue  The current polling place for these polling stations is Crofton Community Centre. Whilst this venue is considered suitable, the hire charge is in excess of £500. The Youth

	Club is available next door to the Community Centre and is considered to be a suitable venue at half the hire cost. This will not inconvenience voters but will save money.
Titchfield Common	No change to current scheme
Titchfield	No change to current scheme
Warsash	No change to current scheme

10. A revised list of proposed changes for Fareham North, Portchester East and Stubbington is attached as Appendix A.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

12. The changes proposed will benefit the voters in terms of accessibility to the polling place where problems have been identified. A comprehensive consultation exercise will be undertaken in 2014 to comply with the legislation and a draft scheme will be reported to the committee in autumn 2014.

### **Appendix A- Proposals for revisions to polling districts and polling places**

#### **Background Papers:**

None.

#### **Reference Papers:**

Representation of the People Act 1983

The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

Electoral Commission circular EC19 (2010)

The Electoral Registration and Administration Act 2013

#### **Enquiries:**

For further information on this report please contact Elaine Wildig (Ext 4587).



**PROPOSALS FOR REVISIONS TO POLLING DISTRICTS AND POLLING PLACES**

Note: Electorate figures are based on the published register in October 2013 and are shown for guidance only.

**FAREHAM NORTH WARD**

<p>Fareham North District 1</p> <p>Polling Place Funtley Social Club Funtley Road Funtley Fareham</p> <p>Electorate 1082</p>	<p>Deer Leap, Funtley Hill, Funtley Lane, Funtley Road, Holly Grove, Honey Lane, Iron Mill Lane, Kiln Road (93-113/98-134), Lakeside, Lechlade Gardens, Marlow Close, Red Barn Lane(Timbers / 75-91 / 1-12 /48-92), Roebuck Avenue, Stag Way, Sunbury Court, The Waters, White Lodge Gardens, Wickham Road (north of motorway).</p>
<p>Fareham North District 2</p> <p>Polling Place: Uplands Primary School Morshead Crescent Fareham</p> <p>Electorate 1400</p>	<p>Bruce Close, Burnham Wood, Crawford Drive, Green Hollow Close, Greenwood Close, Highlands Road (1-19 /2-20A),Irvine Close, Kiln Road (1-91 / 2-96), Longstaff Gardens, Lynton Gardens, Mallory Crescent, Maylings Farm Road, Morshead Crescent, North Hill, Norton Drive, Odell Close, Potters Avenue, Saville Gardens, Tanglewood, Tensing Close, The Cedars, The Mallards, Wakefield Avenue, West Downs Close.</p>
<p>Fareham North District 3</p> <p>Polling Place Uplands Primary School Morshead Crescent Fareham</p> <p>Electorate 1610</p>	<p>Arundel Drive, Beaufort Avenue, Bentley Crescent, Byron Close, Chaucer Close, Denbigh Drive, Dryden Close, Hillary Close, Leigh Road, Miller Drive, Oxford Close, Park Lane, Somervell Drive Tennyson Gardens, The Drive.</p>
<p>Fareham North District 4</p> <p>Polling Place Fareham Fire Station West Street Fareham</p> <p>Electorate 1635</p>	<p>Brook Farm Avenue, Colenso Road, Crescent Gardens, Crescent Road, Derlyn Road, Gordon Road, Grove Road, Gudge Heath Lane (2-118/1-123), Lawrence Road, Maytree Road, Murray Close, New Road, Nicholas Crescent, Orme Court, Riches Mews, Rowland Road, Russell Place, Stephen Road, Trinity Gardens, Trinity Street, West Street (155-237 + Western Court 150-204B).</p>

**PORTCHESTER EAST WARD**

<p>Portchester East District 1</p> <p>Polling Place The Fire Station Kelvin Grove Portchester</p> <p>Electorate 1709</p>	<p>Anson Grove, Benedict Way, Carlton Road, Colinton Avenue, Conifer Mews, Edward Grove, Hill Road, Kelvin Grove, Leith Avenue, Montrose Avenue, Morningside Avenue, Mountview Avenue, Nelson Lane, Newtown, Pentland Rise, Portchester Heights, Portobello Grove, Portsdown Road, Portsview Avenue, Portsview Gardens, Seaview Avenue, Skew Road, Southwick Avenue, Station Road.</p>
<p>Portchester East District 2</p> <p>Polling Place Castle Street Centre Castle Street Portchester</p> <p>Electorate 802</p>	<p>Barbican Mews, Castle Street, East Street, Hospital Lane, Postern Close, The Keep, West Street (1-39 and 2-44) Wicor Path.</p>
<p>Portchester East District 3</p> <p>Polling Place Portchester Community Centre Westlands Grove Portchester</p> <p>Electorate 1697</p>	<p>Alton Grove, Bayly Avenue, Beachway, Benham Grove, Castle View Road, Cooper Grove, Denville Avenue, Edgar Crescent, Grove Avenue, Kenwood Road, Lansdowne Avenue, Lonsdale Avenue, Merton Avenue, Merton Crescent, Neville Avenue, Norman Close, Olive Crescent, Roman Grove, Webb Road, Westbrook Road, White Hart Lane (1-117 / 2 -114, 267 &amp; 269), Windsor Road, York Gardens.</p>
<p>Portchester East District 4</p> <p>Polling Place Portchester Community Centre Westlands Grove Portchester</p> <p>Electorate 1825</p>	<p>Allenby Grove, Carberry Drive, Castle Grove, Clive Grove, Coppins Grove, Coral Close, Foxbury Grove, Frobisher Grove, Gladstone Gardens, Harbour View, Jubilee Road, Kent Grove, King George Road, Marina Grove, Marlborough Grove, Myrtle Avenue, New Priory Gardens, Norgett Way, Queen Mary Road, Seaway Grove, Sunningdale Road, Vincent Grove, Wellington Grove, White Hart Lane (119-185 / 116-166), Windmill Grove.</p>
<p>Portchester East District 5</p> <p>Polling Place Portchester Community Centre Westlands Grove Portchester</p> <p>Electorate 1485</p>	<p>Shrubbery Close, St Helena Way, St James Way, The Close, The Crossway, The Downsway, The Fairway, The Kingsway, The Leaway, The Queensway, West Street (excluding 1-39 and 2-44), Westlands Grove, White Hart Lane (168-238/217-265).</p>
<p>Portchester East District 6</p> <p>Polling Place Portchester Community Centre Westlands Grove Portchester</p> <p>Electorate 1353</p>	<p>Albion Close, Audret Close, Cadour Drive, Central Road, Cornaway Lane (2-66), Cranleigh Road (2-106), Gatehouse Road, Heritage Gardens, Kenya Road, Kilwich Way, King John Avenue, Moraunt Drive, Nelson Avenue, Orchard Grove, Sandport Grove, Seafield Road, Sissinghurst Road, Tattershall Crescent, Wessex Gardens, White Hart Lane (271-307/246-272), Whitehaven, Wicor Mill Lane, Wicormarine.</p>

**STUBBINGTON WARD**

<p>Stubbington District 1</p> <p>Polling Place Crofton Youth Centre Stubbington Lane, Stubbington</p> <p>Electorate 1325</p>	<p>Ajax Close, Brune Lane, Cherque Lane, Conqueror Way, East House Avenue, Elizabeth Road, Eric Road, Fay Close, Francis Place, Glenthorne Close, Gosport Road, Jersey Close, Kingsmead Avenue, Leviathan Close, Martin Avenue, Northways, Orion Close, Shoot Lane, Southways, Tonnant Close, Victory Road, Westways, William Close.</p>
<p>Stubbington District 2</p> <p>Polling Place Crofton Youth Centre Stubbington Lane, Stubbington</p> <p>Electorate 1399</p>	<p>Albert Road, Alfred Road, Bells Lane, Belmont Close, Beresford Road, Croftlands Avenue, Cutlers Lane, Dale Road, Halletts Close, Harold Road, Marks Road, Mayfield Close, Newgate Lane (7-245+/130), Oakdown Road, Park Lane, Queens Crescent, Ravens Close, Rectory Close, Spencer Court, Stubbington Green, Stubbington Lane (1-29/26-26A), The Byres, Vicarage Lane (1-47), Village Close, Woodcote Lane.</p>
<p>Stubbington District 3</p> <p>Polling Place Methodist Church Hall Mays Lane, Stubbington</p> <p>Electorate 1594</p>	<p>Burnt House Lane, Cains Close, Darren Close, Derwent Close, Ditton Close, Ennerdale Road, Foster Close, Garnett Close, Grasmere Way, Green Road, Herons Close, Longs Lane, Mays Lane, Metcalfe Avenue, Morgans Drive, Peak Lane, Peartree Close, Pembury Road, Pinewood Close, Scott Close, Stroud Green Lane, Sumar Close, Summerleigh Walk, Swanton Close, Tangyes Close, The Croft, Thirlmere Close, Three Ways Close, Titchfield Road, Windermere Avenue.</p>
<p>Stubbington District 4</p> <p>Polling Place Stubbington Baptist Church Jay Close Stubbington</p> <p>Electorate 1415</p>	<p>Anker Lane, Anzac Close, Canterbury Road, Country View, Cuckoo Lane, Deal Close, Discovery Close, Dolphin Court, Farm House Close, Garnett Close, Hazelwood, Jay Close, Kestrel Close, Lychgate Green, Marks Tey Road, Newton Close, Oakcroft Lane, Old Street (73-109), Puffin Crescent, Spartan Close, St Marys Road, Tawny Owl Close, The Oakes, The Paddock, Titchfield Road, Turtle Close, Upper Old Street (evens).</p>

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# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **19 November 2013**

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

**Subject:**              **STREET TRADING CONCESSIONS**

#### **SUMMARY**

The issue of Street Trading Consents within the Town Centre provides an opportunity for the Council to add to the town centre retail offer and the overall town centre vibrancy. They also provide an income to the Council. Historically, once issued, there was no means to review or to allow other potential traders to take up a consent. In 2008 this Committee undertook a review of the management of the Street Trading Consents in West Street, Fareham. As part of that review it agreed an initial five year period for the existing traders. This ends in March 2014 and the Committee is now required to determine how the issue of Street Trading Consents is conducted in the future.

#### **RECOMMENDATION**

That the committee considers the options for the future issue of the Street Trading Consents within West Street, Fareham as set out in paragraph 8 of this report.

## INTRODUCTION

1. On 30 June 1983 the Council resolved to adopt Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The provisions of that Act allow the Council to exercise some control over Street Trading. In particular it allowed the Council to declare a particular street to be a consent street. In a consent street a person may only trade in the street (subject to certain exemptions) with a Street Trading consent issued by the Local Authority.
2. The following streets in the borough were designated consent streets at that time:-  
  
West Street Fareham (Portland Street to Quay Street)  
Portchester Pedestrian Precinct  
High Street/ The Square, Titchfield  
South Street Titchfield  
East Street Titchfield  
Mill Street Titchfield  
Meon Shore Hill Head  
Salterns Road Hill Head  
Cliff Road, Hill Head  
Hill Head Road, Hill Head.
3. Since 1994 a number of Street Trading Consents have been issued to mobile caterers by Fareham Borough Council in respect of the pedestrianised area of West Street Fareham, really to help improve the vibrancy and vitality of the town centre.
4. During 2008 the arrangements for the issue of Street Trading Consents was reviewed by this Committee. At its meeting of 18 November 2008 the Committee resolved:-
  - a) that a maximum of four permanent catering consents in West Street, Fareham be granted;
  - b) that the four locations for permanent catering consents within West Street identified in the report, be agreed;
  - c) that consents be granted to the four traders that were already operating in West Street for a period of five years, subject to review annually in accordance with street trading regulations;
  - d) that a Panel of five members be appointed with delegated powers to agree the detail of the Council's Street Trading Policy, the General Conditions applying to street trading consents together with any specific conditions and the location of specific traders;
  - e) the new arrangements were to come into effect on 1 February 2009 and the Panel to keep the matters set out in (d) above under review, and to consider representations from the traders;
  - f) that the seats on the Panel be allocated on the basis of four to the Conservative Group and one to the Liberal Democrat Group and that members be appointed in accordance with group wishes as expressed by the leaders of those groups;

- g) that separate arrangements be operated for the issuing of ad hoc catering concessions for special events and activities or other Town Centre Management initiatives, subject to such concessions being not in direct competition with the permanent consent holders, in accordance with paragraph 21 of the report and Appendix E: Street Trading Policy - Special Events and Activities;
  - h) that the annual fee for the four permanent street catering concessions be increased by 5% to £1,365 for 2009/10 and an additional charge of £80 per annum per table and/or 4 chairs be levied as appropriate.
5. The Licensing Trading Concessions Panel met on 22 January 2009 and determined the Street Trading Policy and Conditions and the location of the four existing traders; these locations are shown as Appendix A.
  6. The current situation is that there is only one of the original four traders trading, with the remaining 3 locations currently vacant. The initial five year period ends in March 2014.
  7. The current fee for consents is £1,600 for 12 months, £900 for 6 months and £500 for 3 months. The fees are usually reviewed annually as part of the fee setting process and are set out in the Spending Plans report that appears earlier on this agenda.

## **OPTIONS**

8. The Committee is requested to consider the following options for the future issue of Street Trading consents:-

### **Option1 – As existing**

Subject to continued compliance with the Council's Street Trading Policy and Conditions, continue to renew annually for a further period of five years the existing trader's consent. This option would enable Dunns Catering to continue trading and for the 3 vacant consents to be advertised. The Licensing Trading Concessions Panel would then select the traders it deems to have the most appropriate commercial offer for Fareham town centre and the three vacant consents offered to those traders. All consents would be renewed annually for a further five year period subject to compliance with the Council's Street Trading Policy and Conditions.

### **Option 2 – Re-advertise all four consents**

To advertise all 4 consents for expressions of interest to trade within Fareham town centre and that the Licensing Trading Concessions Panel selects the four traders it deems to have the most appropriate commercial offer for Fareham town centre and the four consents offered to those traders and renewed annually for a further five year period subject to compliance with the Council's Street Trading Policy and Conditions.

9. This would provide the optimum opportunity to add to the town centre vibrancy and vitality and also provide an income of approximately £6,400 to the Council annually.
10. Should any consent become vacant during the next 5 year period then officers would advertise and re-issue that consent as described above.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

12. The issue of Street Trading Consents within the Town Centre provides an opportunity for the Council to add to the town centre retail offer and the overall town centre vibrancy. They also provide an income to the Council.
13. The initial five year period set by this Committee for the existing traders ends in March 2014 and the Committee is now requested to determine how the issue of Street Trading Consents is conducted in the future.

### **Background Papers:**

None.

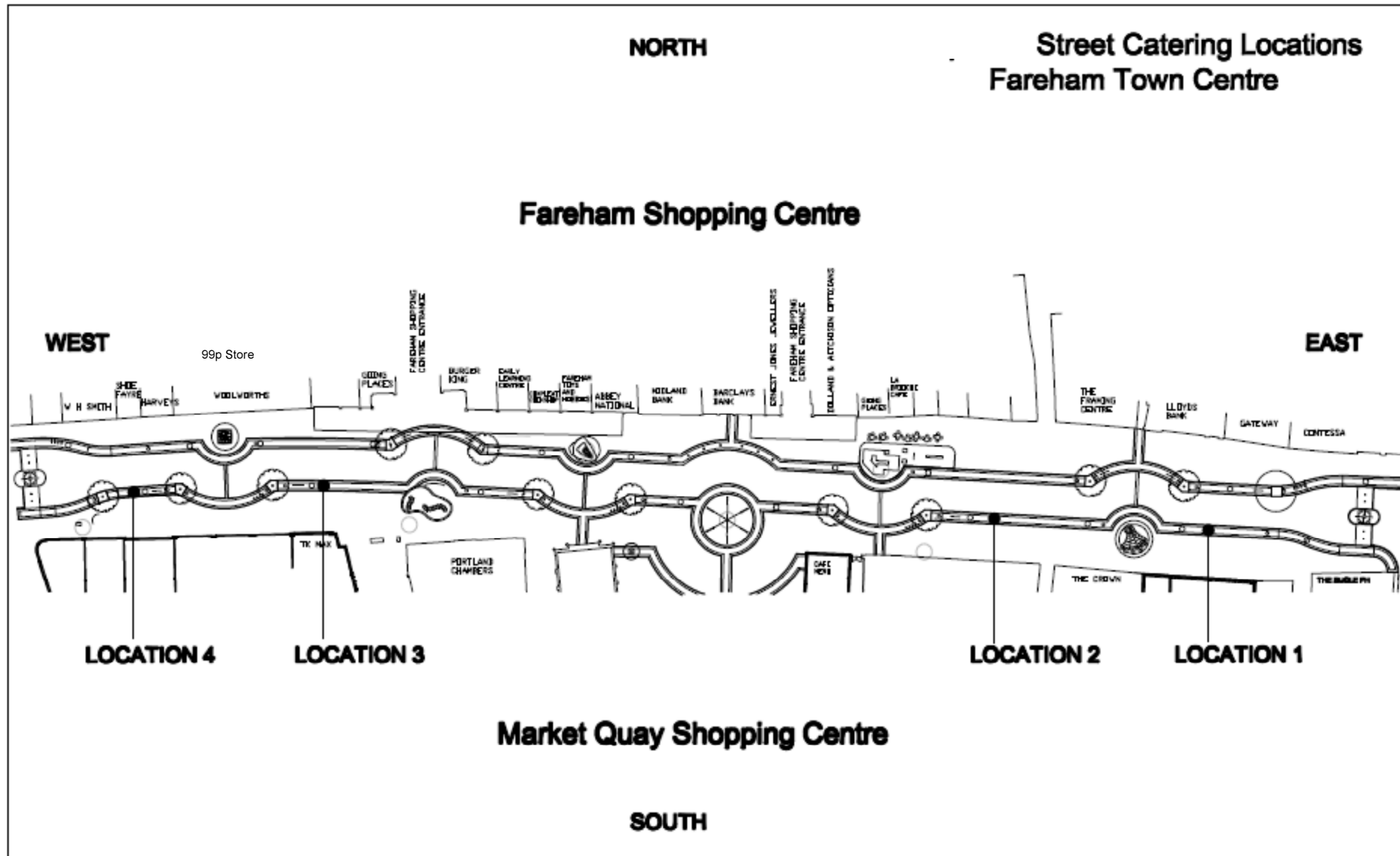
### **Reference Papers:**

None.

### **Enquiries:**

For further information on this report please contact Ian Rickman (Ext 2401).





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# FAREHAM

## BOROUGH COUNCIL

### **Report to Licensing and Regulatory Affairs Committee**

**Date**                    **19 November 2013**

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

**Subject:**              **WORK PROGRAMME 2013/14**

#### **SUMMARY**

At the Committee meeting on 19 March 2013, a Work Programme for 2013/14 was agreed. The work programme was subsequently reviewed at the meetings of the Committee on 28 May 2013, 9 July 2013 and 17 September 2013. 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. The work programme was subsequently reviewed at the meetings of the Committee on 28 May 2013, 9 July 2013 and 17 September 2013.

## **MONITORING**

2. Details of progress on actions arising from matters considered at the last Committee meeting 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 on 17 September 2013, 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>	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  Street Trading Concessions  Polling station review	
<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  Taxi Regulations	

To be assigned:

Individual Electoral Registration (IER)

In-house Licensing Training Sessions (2)

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 19 November 2013

Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>28 May 2013</b>
Subject	Petition
Type of Item	Petition
Action by Committee	<p>The Committee gave consideration to a petition received from Fareham Taxi Hackney Association requesting that the Council re-regulates the issuing of Taxi Hackney and Private Hire Plates in the Borough. The petition contained 141 names. Members' attention was drawn to the deputation referred to in minute 5 above. It was noted that the Government was undertaking a complete review of the law relating to the regulation of taxi and private hire vehicles and that a report and recommendations on the matter were due by the end of 2013.</p> <p>RESOLVED that:-</p> <p>(a) the officers be requested to submit a report to a future meeting of the Committee on the outcome of the Government review of the regulations; and</p> <p>(b) the report include details of the number of licensed hackney and private hire vehicles in Fareham and what work would need to be undertaken in order to consider controlling their number.</p>
Outcome	Item added to the work programme for 18 March 2014.
Link Officer	Ian Rickman
Subject	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee
Type of Item	presentation
Action by Committee	The Committee received a presentation from the Director of Regulatory and Democratic Services and the Head of Environmental Health on the responsibilities of the Licensing and Regulatory Affairs Committee. The presentation included the functions of the Committee and the specific functions relating to Health and Safety, Licensing, General Licensing, Taxi Licensing and Elections.

	<p>RESOLVED that:-</p> <p>(a) the officers be thanked for the presentation; and</p> <p>(b) copies of the presentation slides be circulated to members of the Committee and to all other members of the Council through the members' newsletter.</p>
Outcome	Complete.
Link Officer	Garry White
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee reviewed its work programme for 2013/14 (copy of report lc-130528-r01-gwh circulated with agenda).</p> <p>RESOLVED that:-</p> <p>(a) the report on taxi regulations (minute 6 above refers) be added to the work programme for 18 March 2014;</p> <p>(b) the six monthly monitoring reports received by the Committee be expanded to include some performance information;</p> <p>(c) Review of Hackney Carriage Tariff be removed from the work programme for 17 September 2013 as this would now be an Executive function;</p> <p>(d) Street Trading Concessions be added to the work programme as an unassigned item,</p> <p>(e) subject to (a), (b), (c) and (d) above, the work programme for 2013/14 as shown in Appendix A to the report be confirmed; and</p> <p>(f) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted.</p>
Outcome	Work programme amended accordingly.
Link Officer	Garry White



<b>Date of Meeting</b>	<b>9 July 2013</b>
Subject	Actual Revenue Expenditure
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Finance and Resources on the Committee's Actual Revenue Expenditure for 2012/13.  RESOLVED that the report be noted.
Outcome	Complete.
Link Officer	Neil Wood
Subject	Annual Taxi Vehicle Renewals
Type of Item	Monitoring.
Action by Committee	The Committee considered a report by the Director of Regulatory and Democratic Services on the annual renewal of hackney carriage vehicle licences.  RESOLVED that:-  (a) the content of the report and the work involved with the annual Hackney Carriage and Private Hire Vehicle Renewals be noted; and  (b) the Committee's thanks be conveyed to the Assistant Licensing and Regulatory Support Officer and the Licensing Enforcement and Regulatory Support Manager for their work in connection with the annual renewal of hackney carriage vehicle licences.
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme 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 Committee's work programme for 2013/14.</p> <p>RESOLVED that:-</p> <p>(a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;</p> <p>(b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and</p> <p>(c) the officers be requested to look into the possibility of using the next meeting date, 17 September 2013, for an in-house licensing training session.</p>
Outcome	Complete.
Link Officer	Garry White
<b>Date of Meeting</b>	<b>17 September 2013</b>
Subject	Integrated Inspection Scheme
Type of Item	Monitoring.
Action by Committee	<p>The Chairman welcomed Al Heinrich, Fareham Station Manager, Hampshire Fire and Rescue Service and PC Jason Pearce, Fareham Licensing Officer, Hampshire Constabulary, to the meeting.</p> <p>The Committee considered a report by the Director of Regulatory and Democratic Services on the introduction of joint inspection of licensed premises by the police, environmental health and fire and rescue services.</p> <p>Members received a presentation from the environmental health Food, Health &amp; Safety, &amp; Licensing Team Leader, the Police Licensing Officer for Fareham and the Fareham Station Manager, Hampshire Fire and Rescue Service, on the proposed trial of pre-planned multi-agency visits to high risk licensed premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them and to assist in achieving compliance.</p> <p>It was noted that a seminar on the trial scheme was to take place at Ferneham Hall on Wednesday 18 September 2013 and that there had been a very good response to it, with approximately 110 businesses having indicated that they would attend. Feedback from the seminar would be reported to a future meeting of the Committee.</p>

	<p>It was further noted that the pre-planned multi-agency visits would be part of a range of interventions, which would still include unannounced visits and spot checks.</p> <p>RESOLVED that:-</p> <p>(a) the trial, which will assist in ensuring that those higher risk licensed premises within the Borough comply with the legislation and the requirements of their premises licences, be endorsed;</p> <p>(b) the checking of noise limiters and their settings be included on the inspection list; and</p> <p>(c) the officers be thanked for their presentation.</p>
Outcome	In progress.
Link Officer	Juli Treacy
Subject	Six Monthly Report on Applications Received
Type of Item	Monitoring
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on licensing applications received.</p> <p>Members were advised that the Government had just recently commenced a consultation concerning the future of Personal Licences (paragraph 6 of the report refers).</p> <p>RESOLVED that the report be noted.</p>
Outcome	Complete.
Link Officer	Ian Rickman
Subject	Licensing and Regulatory Affairs Committee Work Programme
Type of Item	Programming
Action by Committee	<p>The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.</p> <p>RESOLVED that:-</p>

	(a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed; (b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and (c) it be noted that arrangements were being made for an in-house licensing training session to take place, involving the Head of Environmental Health, the Solicitor to the Council and the Licensing Solicitor; the training session would be tailored to Fareham members' needs and would be in a more two-way format than previous sessions.
Outcome	(c) in progress.
Link Officer	Garry White