

**AGENDA  
LICENSING AND REGULATORY AFFAIRS  
COMMITTEE**

**Date:** Thursday, 9 May 2013

**Time:** At the conclusion of the annual Council meeting

**Venue:** Collingwood Room - Civic Offices

**Members:** Those Councillors appointed to the Committee at the annual meeting of the Council to be held on 9 May 2013.

**1. Apologies for Absence**

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

To confirm as a correct record the minutes of the meeting of the Committee held on 19 March 2013.

**3. Appointment of Licensing Panel**

The Committee is reminded that it has 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 are reminded that, under the provisions of the Licensing Act 2003, such a Panel may only comprise three members. The Committee is required to appoint members to the Licensing Panel for 2013/14 and is recommended to:-

- (a) appoint the Chairman of the Panel from among members of the Licensing and Regulatory Affairs Committee; and
- (b) confirm the continuation of the previous arrangements whereby the Licensing Panel comprise the Chairman and two other members of the Licensing and Regulatory Affairs Committee appointed on a rotating basis.

**4. Appointment of Trading Concessions Panel**

The Committee is reminded that it has 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 is invited to appoint the panel for 2013/14 and is reminded that last year the panel comprised five members. The Committee will be advised at the meeting on the allocation of seats to political groups. The Committee will then be invited to appoint members in accordance with groups' wishes and may proceed to appoint a Chairman from among those members appointed to the Panel.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
30 April 2013

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Tuesday, 19 March 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Mrs P M Bryant (Chairman)

T M Cartwright (Vice-Chairman)

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

**Also**

**Present:** Councillor J V Bryant, Chairman, Strategic Planning and  
Environment Policy Development and Review Panel



**1. APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Mrs M E Ellerton.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Committee held on 20 November 2012 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made announcements concerning: the Licensing Handbook, reminding those members who had a copy to pass them to the Licensing Officer for updating; and about the rotation of members serving on Licensing Panels.

**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. LICENSED PREMISES AND COMMUNITY SAFETY**

The Committee considered a report by the Director of Regulatory and Democratic Services on incidents of crime and disorder and the control of licensed premises (copy of report [lc-130319-r04-gwh](#) circulated with agenda). The Committee received a presentation from the Director of Regulatory and Democratic Services and from the Police Licensing Officer, PC Jason Pearce, illustrating various aspects of the report.

RESOLVED that:-

- (a) the report be noted and officers thanked for a very informative report and presentation;
- (b) the Committee receive an annual report in the same format on this matter; and
- (c) an item be added to the work programme for 18 March 2014.

*(Councillor Cartwright left the meeting at 7.07pm)*

**7. HEALTH AND SAFETY SERVICE PLAN**

The Committee considered a report by the Director of Regulatory and Democratic Services on the Health and Safety Service Plan (copy of report [lc-130319-r03-jtr](#) circulated with agenda).

RESOLVED that:-

- (a) the Section 18 Health & Safety Intervention Plan, as shown in Appendix A to the report, be approved; and
- (b) that officers be thanked for the work they do in delivering this comprehensive service.

## **8. MONITORING REPORT FOR APPLICATIONS RECEIVED**

The Committee considered a report by the Director of Regulatory and Democratic Services on the work of the Licensing Team (copy of report [lc-130319-r02-iri](#) circulated with agenda).

RESOLVED that the report be noted.

## **9. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME**

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 [lc-130319-r01-qwh](#) circulated with agenda).

RESOLVED that:-

- (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;
- (b) the officers be requested to arrange two in-house Licensing training sessions during 2013/14; and
- (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.

(The meeting started at 6:00pm  
and ended at 8:00pm)

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