

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

**Date:** Thursday, 14 May 2015

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

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

**Members:** Those Councillors appointed to the Committee at the annual meeting of the Council to be held on 14 May 2015.



**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 March 2015.

**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 2015/16 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, subject to their having completed the necessary training.

**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 2015/16 and is reminded that last year the panel comprised five members (Councillors Mrs P M Bryant, T M Cartwright, Mrs M E Ellerton, Mrs K Mandry and R H Price). 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)  
6 May 2015

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 17 March 2015

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

**PRESENT:**

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

**Councillors:** Mrs S M Bayford, Miss S M Bell, Mrs M E Ellerton, K D Evans (deputising for Mrs S Pankhurst), M J Ford, JP, N R Gregory, T J Howard, L Keeble and Mrs K Mandry



**1. APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Mrs S Pankhurst.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Committee held on 20 January 2015 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made announcements concerning:

The Fareham and Gosport Environmental Health Partnership, which had won a silver award, coming second out of 200 local authorities in the 'Delivering Through Efficiency' category. The Executive Member for Public Protection, the Deputy Leader of Gosport Borough Council and the Head of Environmental Health had attended the awards ceremony in London.

RESOLVED that the Head of Environmental Health and all the officers concerned be congratulated on their achievement.

At the conclusion of the meeting, as it was the last meeting of the 2014/15 municipal year, the Chairman thanked members and officers for their contributions to the work of the Committee during the year, including those who had been involved with hearings of the Licensing Panel.

**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. REVIEW OF IMPLEMENTATION OF INDIVIDUAL ELECTORAL REGISTRATION (IER)**

The Committee considered a report by the Director of Finance and Resources reviewing the progress made since the introduction of Individual Electoral Registration (IER) on 10 June 2014.

The Democratic Services Manager presented the report and showed members examples of some of the forms, envelopes and leaflets connected with the process.

RESOLVED that:-

- (a) the progress made to date in relation to the transition to IER be noted;
- and

- (b) the Democratic Services Manager be congratulated, thanked and requested to pass on the Committee's congratulations and thanks to the officers concerned for all the work they had done and were continuing to do in connection with IER.

## **7. ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE**

The Committee considered a report by the Director of Community on the progress of the Fareham and Gosport Environmental Health Partnership, in particular following the TUPE (Transfer of Undertakings Protection of Employment Regulations) transfer of employees to Fareham in April 2014 and the subsequent introduction of a single staffing structure.

RESOLVED that:-

- (a) the progress of the Fareham and Gosport Environmental Health Partnership be noted; and
- (b) the Head of Environmental Health and the Partnership officers be thanked for all their efforts.

## **8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME - REVIEW OF 2014/15 AND DRAFT FOR 2015/16**

The Committee considered a report by the Director of Community reviewing its work programme for 2014/15 and on a proposed work programme for 2015/16.

RESOLVED that:-

- (a) the progress report on the Committee's work programme for 2014/15, as shown in Appendix A to the report, be noted;
- (b) the 'Annual Taxi Vehicle Renewals' item be removed from the draft 2015/16 work programme for 7 July 2015 and, instead, the information concerned be incorporated in the 'Annual Monitoring Report on Applications Received' item on 2 June 2015;
- (c) members be invited to notify the Chairman or the Director of Community of any possible additional items to the 2015/16 work programme;
- (d) it be noted that the officers had been requested to arrange a members' training session in the autumn, possibly on the same day as a scheduled meeting of the Committee;
- (e) an item updating the Committee on the progress of the Fareham and Gosport Environmental Health Partnership, with particular reference to those areas of work that were the Committee's responsibility, be added to the work programme for 22 March 2016; and
- (f) subject to (b) to (e) above, the draft work programme for 2015/16, as shown in Appendix B to the report, be approved.

(The meeting started at 6.00pm  
and ended at 6.30pm).