

FAREHAM

BOROUGH COUNCIL

AGENDA

LICENSING AND REGULATORY AFFAIRS COMMITTEE

Date: Tuesday, 24 January 2017

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

F Birkett

Mrs T L Ellis

M J Ford, JP

Mrs C Heneghan

L Keeble

A Mandry

Mrs K Mandry

Ms S Pankhurst

R H Price, JP

Mrs K K Trott



Deputies: S Cunningham
K D Evans

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk**

1. Apologies for Absence

2. Minutes (Pages 5 - 10)

To confirm as a correct record the minutes of the meeting of the Licensing & Regulatory Affairs Committee held on 27 September 2016.

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 2017/18 (Pages 11 - 18)

To consider a report by the Director of Finance and Resources on the Committee's Spending Plans for 2017/18.

7. Fees and Charges 2017/18 (Pages 19 - 32)

To receive a report by the Director of Finance and Resources on Fees and Charges for 2017/18.

8. Polling Station Review (Pages 33 - 40)

To consider a report by the Head of Democratic Services on a review of Polling Stations.

9. Preliminary review of the Licensing & Regulatory Affairs Committee Work Programme for 2016/17 & preliminary review of the Committee's Work Programme for 2017/18 (Pages 41 - 50)

To consider a report by the Head of Environmental Health which gives a preliminary review of the Committee's Work Programme for 2016/17 and the draft Work Programme for 2017/18.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
16 January 2017

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FAREHAM

BOROUGH COUNCIL

Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

Date: Tuesday, 27 September 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor Mrs P M Bryant (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors: Mrs S M Bayford, Miss S M Bell, F Birkett, M J Ford, JP,
Mrs C Heneghan, L Keeble, A Mandry, Ms S Pankhurst and
R H Price, JP, S Cunningham (deputising for Mrs K K Trott)

**Also
Present:**



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs T L Ellis, Mrs K Mandry and Mrs K K Trott.

2. MINUTES

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on 31 May 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked members of the Committee for attending the Licensing training which took place prior to the meeting.

4. DECLARATIONS OF INTEREST

In accordance with Standing Orders and the Council's Code of Conduct, Councillor Mrs Bryant declared a non-pecuniary interest for minute 6 – Police Update as she is a member of the management board of Dickson House Probation Service Bail Hostel.

5. DEPUTATIONS

The Panel received a deputation from Mr P Rogerson, representing the Fareham Hackney Carriage and Private Hire Association, concerning agenda item 8 – Review of Hackney Carriage Fares. He was thanked accordingly for his deputation.

6. POLICE UPDATE

The committee received a verbal report from PC Jason Pearce on Police Licensing Arrangements.

Councillor Mrs Bryant declared a Non-Pecuniary interest on this item as she is a member of the management board of Dickson House Probation Service bail hostel.

Members were advised that the police are continuing to work closely with the local neighbourhood team to identify and tackle emerging issues at an early stage. The Fareham night time economy continues to enjoy low levels of crime following the significant reductions that were achieved 4 years ago as a result of all licenced premises in the town centre closing by 1am.

PC Pearce highlighted that the primary issue over the last year has been the increasing number of street drinkers in the town centre. Over a third of all anti-social behaviour crimes and incidents in the town centre are attributable to street drinkers, despite significant resources having been made available across the County to tackle the issue and identify tactics to disperse these groups. In Fareham, the Police Licensing team has had some success with a campaign to encourage premises not to stock high alcohol content drinks that the street drinkers favour. Premises that fail to engage are identified and as a

result of consistent lack of co-operation, one has very recently had their premises license revoked.

PC Pearce also highlighted disappointing results in test purchases that have been carried out across Fareham this year. Despite the Challenge 25 policy that has been implemented across the borough, 11 out of 40 test purchases resulted in failure. Some test purchases resulted in multiple failures and these have led to police seeking significant sanctions on the premises' licences.

In response to Members' enquiries regarding factors contributing to the increase in street drinkers in the town centre, PC Pearce advised that the 101 Shelter in Gosport Road and the Dickson House probation service bail hostel in Trinity Street are having some effect.

The Chairman advised that the majority of residents in Dickson House have moved out of prison on licence. Use of alcohol is strictly prohibited and offenders are removed from the premises if they do not comply. Anti-social behaviour issues relating to Dickson House are more to do with offenders remaining in Fareham at the end of their probation period rather than returning to where they lived prior to offending.

Members commended the Police Licensing Team on the excellent work they are doing under such adverse resourcing conditions but raised concern that resources are being diverted from local areas to deal with Town Centre issues.

RESOLVED that PC Pearce be thanked for his verbal report.

7. ACTUAL REVENUE EXPENDITURE 2015/16

The committee considered a report by the Head of Environmental Health on Actual Revenue Expenditure 2015/16.

In response to questions from Members, the Head of Democratic Services outlined how the Election Services budget is affected by the phasing of funding received via the Electoral Claims Unit. Following a sustained period of change since 2010, it should now be possible for future accounts to be prepared based on an analysis and understanding of election expenditure so that a more stable budget position is created.

RESOLVED that the Committee notes the content of the report.

8. REVIEW OF HACKNEY CARRIAGE FARES

At the agreement of the Chairman, this item was moved before item 7 in order to consider the deputation made in Minute 5.

The Committee considered a report by the Head of Environmental Health on the review of Hackney Carriage Fares.

The Panel received a deputation referred to in Minute 5 above.

RESOLVED that the Committee recommends that the Executive approve the following changes:-

- 1) that the fee for 'Passengers picked up at Fareham Station' be increased from 60p to £1; and
- 2) that the statement 'For each dog (except assistance dogs) 10p' be replaced with 'Assistance dogs must be carried free of charge unless the driver has a current exemption in place to do so'.

9. BOUNDARY COMMISSION FOR ENGLAND REVIEW

The Committee received a presentation by the Head of Democratic Services about the Boundary Commission for England's Parliamentary Boundary Review.

The presentation highlighted the proposed reduction in constituencies in the South East region from 84 to 83 by incorporating the exiting Meon Valley constituency into Winchester, East Hampshire and Fareham. This will involve the inclusion of the Winchester Whiteley ward into Fareham.

The presentation also outlined the remaining stages of the review process, including the opportunity to make representations on the proposals during the 12 week consultation period that will run until 5 December 2016. Legislation specifies that final recommendations must be implemented by September 2018.

Fareham Borough Council's formal consultation response will be submitted following the Council meeting on 13 October 2016.

In discussing the item, the Committee commented that it was largely in support of the Boundary Commission's proposal and agreed with the logic of taking the whole of Whiteley into the Fareham Constituency.

The Committee was pleased to note that the 2018 review does not split Fareham (as per previous proposals) but noted concern that the calculations do not take into account plans for future housing developments and therefore a rise in electorate numbers

RESOLVED that the Committee thanks the Head of Democratic Services for her informative presentation and refers its comments to Council for consideration.

10. 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 2016/17.

RESOLVED that the Committee:-

- (a) notes the progress on actions arising from the meeting of the Committee held on 31 May 2016, as shown in Appendix A to the report; and

(b) that the Work Programme for 2016/17, attached as Appendix B to the report be approved.

(The meeting started at 6.00 pm
and ended at 7.35 pm).

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 24 January 2017

Report of: Director of Finance & Resources

Subject: SPENDING PLANS 2017/18

SUMMARY

This report sets out the overall level of revenue spending on this Committee's services and seeks agreement for the revised revenue budget for 2016/17 and the base budget for 2017/18 before being recommended to Council for approval.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee:-

- (a) review and agree the revised budget for 2016/17;
- (b) review and agree the base budgets for 2017/18; and
- (c) recommends the budget to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of 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 10 October 2016 and will cover the capital programme and the revenue budget.

CAPITAL PROGRAMME

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

REVENUE BUDGET

4. Appendix A 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 2016/17

5. The base budgets for 2016/17 were considered by this Committee in January 2016 and were confirmed by the Full Council on 1 February 2016.
6. The base budget for 2016/17 amounted to £491,400.

Revised Budget 2016/17

7. The overall revised budget for 2016/17 is £521,800, an increase of £30,400 or 5.8% from the base budget.

Base Budget 2017/18

8. The overall base budget for 2017/18 is £481,000, a reduction of £10,400 or 2.1% from the base budget for 2016/17.

Revenue Budget Comparisons

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

	Revised Budget 2016/17	Base Budget 2017/18
	£	£
Base Budget 2016/17	491,400	491,400
Hackney Carriage & Private Hire Vehicles	-16,900	4,900
Licensing	-11,500	-10,300
Health and Safety Enforcement	-8,500	-6,400
Election Services	67,300	1,400
TOTAL	521,800	481,000

10. Appendix A 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 2016/17 and the base budget for 2017/18.

SERVICE ISSUES

Environmental Health Partnership

11. From 1 April 2014 the Environmental Health service has been provided by way of a Partnership between Fareham and Gosport Councils in order to provide a more resilient service and to bring savings to both Councils under the control of the Environmental Health Panel.
12. Under this arrangement, the direct costs for the service have been combined into a single Trading Account. This is where expenditure under the headings of employees, premises, supplies and services and third party payments incurred by the Partnership are recorded, and recharged to both Fareham and Gosport Councils on the basis of a 50 : 50 split.
13. Support services and income attributable to Fareham and Gosport Councils are recorded directly in the respective service areas of the two local authorities, along with the cost of DVLA Licence checks under supplies and services.
14. During the financial year there was a review of the partnership including staffing structures and as a result of this the charge to this committee has seen a reduction of around £15,000.

Hackney Carriage Licences

15. There has been an increase in the budget for this service of £4,900. The main reason for the change is that overall budgeted income has fallen by £9,000 as the transition to 3 and 5 year licensing renewals comes into effect. This has been offset by a reduction of £4,100 in the recharge from the Environmental Health Partnership.

Licensing

16. There has been an increase in the income budget for this service of £10,300. There is additional income of £7,000 and a lower recharge from the Environmental Health Partnership of £3,300.

Health & Safety

17. There has been an overall decrease in the budget for this service of £6,400 which is as a result of a lower recharge from the Environmental Health Partnership

Election Services

18. There has been an overall increase in the budget for this service of £1,400. There are a number of changes in the budgets that reflect the service delivery but overall these changes result in a small change in the budget for next financial year.
19. The changes for the revised budgets reflect additional costs for the elections that have been held this year and cannot be reclaimed. There has also been an increase in supplies and service for the revised budget is due to a carry forward of money received for use on the Individual Electoral Registration (IER) that wasn't spent during 2015/16.

RISK ASSESSMENT

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

CONCLUSION

21. 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

22. 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.

23. It follows that members must give full weight to the Council's overall position and future council tax levels when the revenue budgets for 2017/18 are considered.

24. The Committee is asked to:

- (a) review and agree the revised budgets for 2016/17;
- (b) review and agree the base budgets for 2017/18; and
- (c) recommend the budget to Council for approval.

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)

LICENSING AND REGULATORY AFFAIRS COMMITTEEESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2017/18

	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£	£	£
HACKNEY CARRIAGE LICENCES	-9,017	1,900	-15,000	6,800
LICENSING	-17,725	-23,300	-34,800	-33,600
HEALTH & SAFETY	154,241	152,000	143,500	145,600
ELECTION SERVICES	261,511	360,800	428,100	362,200
	389,010	491,400	521,800	481,000

SUBJECTIVE ANALYSIS

	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£	£	£
EMPLOYEES	231,919	180,800	230,300	181,700
PREMISES EXPENDITURE	8,821	15,000	23,000	15,000
TRANSPORT EXPENDITURE	1,480	1,100	2,900	1,500
SUPPLIES AND SERVICES	137,251	245,700	333,500	245,300
THIRD PARTY PAYMENTS	299,216	276,100	257,500	262,100
INTERNAL RECHARGES	59,109	55,100	55,500	55,800
GROSS EXPENDITURE	737,496	773,800	902,700	761,400
GRANTS	-136,201	-110,000	-190,200	-110,000
SALES	-1,707	-1,700	-1,700	-1,700
FEEES AND CHARGES	-210,578	-170,700	-189,000	-168,700
GROSS INCOME	-348,486	-282,400	-380,900	-280,400
NET EXPENDITURE	389,010	491,400	521,800	481,000

<u>HACKNEY CARRIAGE LICENCES</u>	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£		
SUPPLIES AND SERVICES	10,422	7,000	7,000	7,000
THIRD PARTY PAYMENTS	88,316	78,300	72,700	74,100
SUPPORT SERVICES	1,732	1,500	1,500	1,600
GROSS EXPENDITURE	100,470	86,800	81,200	82,700
SALES	-37	-200	-200	-200
FEES AND CHARGES	-109,450	-84,700	-96,000	-75,700
GROSS INCOME	-109,487	-84,900	-96,200	-75,900
NET INCOME	-9,017	1,900	-15,000	6,800

<u>LICENSING</u>	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£		
EMPLOYEES	5,680	300	300	300
SUPPLIES AND SERVICES	659	0	0	0
THIRD PARTY PAYMENTS	70,669	60,800	56,300	57,400
SUPPORT SERVICES	1,978	1,600	1,600	1,700
GROSS EXPENDITURE	78,986	62,700	58,200	59,400
FEES AND CHARGES	-96,711	-86,000	-93,000	-93,000
GROSS INCOME	-96,711	-86,000	-93,000	-86,000
NET EXPENDITURE	-17,725	-23,300	-34,800	-33,600

<u>HEALTH & SAFETY</u>	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£	£	£
EMPLOYEES	4,915	2,800	2,800	2,800
SUPPLIES AND SERVICES	12,563	12,000	12,000	12,000
THIRD PARTY PAYMENTS	136,498	137,000	128,500	130,600
SUPPORT SERVICES	325	200	200	200
GROSS EXPENDITURE	154,301	152,000	143,500	145,600
FEES AND CHARGES	-60	0	0	0
GROSS INCOME	-60	0	0	0
NET EXPENDITURE	154,241	152,000	143,500	145,600

<u>ELECTION SERVICES</u>	Actuals 2015/16	Base Estimate 2016/17	Revised Estimate 2016/17	Base Estimate 2017/18
	£	£	£	£
EMPLOYEES	221,323	177,700	227,200	178,600
PREMISES EXPENDITURE	8,521	15,000	23,000	15,000
TRANSPORT EXPENDITURE	1,480	1,100	2,900	1,500
SUPPLIES AND SERVICES	113,607	226,700	314,500	226,300
THIRD PARTY PAYMENTS	3,732	0	0	0
SUPPORT SERVICES	55,075	51,800	52,200	52,300
GROSS EXPENDITURE	403,738	472,300	619,800	473,700
GOVERNMENT GRANTS	-136,201	-110,000	-190,200	-110,000
SALES	-1,670	-1,500	-1,500	-1,500
FEEES AND CHARGES	-4,356	0	0	0
GROSS INCOME	-142,227	-111,500	-191,700	-111,500
NET EXPENDITURE	261,511	360,800	428,100	362,200

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 24 January 2017

Report of: Director of Finance & Resources

Subject: FEES AND CHARGES 2017/18

SUMMARY

This report sets out the level of fees and charges for this Committee's services and seeks agreement for them before being recommended to Council for approval.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee:-

- (a) agrees the fees and charges for 2017/18; and
- (b) recommends the fees and charges to Council for approval.

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report allows the Committee to consider in detail these plans for the provision of 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 12 October 2015 and will cover the fees and charges for this Committee.

FEES AND CHARGES

3. The fees and charges under the control of this Committee are shown at Appendix A. Where possible a comparison with charges set by Gosport Borough Council is shown. It is worth noting that Gosport Borough Council increases its charges on 1 January each year so the charges shown are already being applied.
4. There are a number of fees that are statutory charges and are therefore outside the control of this Committee. These include lotteries, fees under the Gambling Act 2005, some fees under the Licensing Act 2003 and fees for registration of electors.
5. Other Licences and Fees (Discretionary) – this discretionary element of the fees and charges are under the control of this Committee. The detail on these fees shows that the charges currently in operation at Fareham and Gosport are the same except for sex shops/establishments where the fees set by Gosport are 64% higher than Fareham.
6. Private Hire and Hackney Carriage Drivers - the requirement to introduce 3 year licences for Private Hire and Hackney Carriage Drivers and 5 year licences for Private Hire Operators along with fee setting recommendations was reported to this Committee on 22 September 2015.
7. The current fees and charges, reflecting the changes approved on 22 September 2015, for Licensing and Regulatory Affairs services and the proposed charges for 2016/17 are set out in Appendix A. A comparison with neighbouring Authorities is shown at Appendix B.
8. The proposed discretionary licensing charges have been reviewed to achieve an increase in income wherever possible and desirable. It is proposed to maintain the majority of fees at the same level for 2016/17 for review once any reduction in the costs relating to the Environmental Health Partnership that are charged to this area are recognised.
9. Members may also wish to consider whether, for certain services, there could be scope to generate additional income to pay for service improvements.

RISK ASSESSMENT

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

CONCLUSION

11. A number of Licensing and Regulatory Affairs services are partly funded from fees and charges and other types of income. It is important that a balance is kept between raising income and affordability of charges for the users of the services.
12. The Committee is asked to:-
 - (a) review and agree the fees and charges for 2017/18; and
 - (b) recommend the fees and charges to Council for approval.

Background Papers:

Reference Papers:

Enquiries:

For further information on this report please contact Neil Wood. (Ext 4506)



LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2016/17 £	Fee 2017/18 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

Gambling Act 2005

Charges are available on application to the Director of Planning and Regulation.

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 existing 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 License 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 is 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 a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

Personal Licences, Temporary Events and Other Fees

	Fee 2017/18 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
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

Where applications for premises licences or club certificates 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.

	Notes	Fee 2016/17 £	Fee 2017/18 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	79.00	79.00	0.00
Skin Piercers	Persons	68.00	68.00	0.00
Street Trading Consent	12 months	1,760.00	1,760.00	0.00
Street Trading Consent	6 months	990.00	990.00	0.00
Street Trading Consent	3 months	550.00	550.00	0.00
Street Trading - Tables and Chairs	New	290.00	290.00	0.00
Street Trading - Tables and Chairs	Renewal	180.00	180.00	0.00
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	128.00	128.00	0.00
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	38.00	38.00	0.00
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	165.00	165.00	0.00
Home (Domestic) Animal Boarding Establishment Licences		115.00	115.00	0.00
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	115.50	115.50	0.00
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	173.25	173.25	0.00
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	1,800.00	1,800.00	0.00
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' Fees in addition to the charges above	1,800.00	1,800.00	0.00
Sex Shops/Establishments	Initial Fee	1,800.00	1,800.00	0.00
Sex Shop/Establishment	Renewal Fee	1,800.00	1,800.00	0.00
Scrap Metal Dealer	New Application	237.00	250.00	5.48
Scrap Metal Dealer	Application Renewal	131.50	140.00	6.46
Mobile Collector	New Application	131.50	140.00	6.46
Mobile Collector	Application Renewal	94.50	100.00	5.82
Variation of Licence		131.50	131.50	0.00
Replacement Licence		21.00	22.00	4.76
Advice to commercial premises	Charge per hour or part thereof	45.00	45.00	0.00

	Notes	Fee 2016/17 £	Fee 2017/18 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 2)	185.00	185.00	0.00
Temporary Transfer	(Note 3,4)	185.00	185.00	0.00
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	0.00
Private Hire Operators Licence	3 years	455.00	455.00	0.00
Private Hire Operators Licence	5 years	825.00	825.00	0.00
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	0.00
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	0.00
Private Hire Drivers Licence	1 Year	60.00	60.00	0.00
Private Hire Drivers Licence	3 Years	155.00	155.00	0.00
Dual Drivers Licence	1 Year	60.00	85.00	41.67
Dual Drivers Licence	3 Years	155.00	200.00	29.03
DVLA Drivers' Licence check	Free on-line, (Note 5)			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 2)	25.00	25.00	0.00
Knowledge Test				
Per Test		21.00	23.00	9.52
Driver's Badge				
Issue and Replacement	Note 1 Inclusive of VAT	5.00	18.00	260
Vehicles				
Replacement plates and fixings	Note 1 Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		22.00	23.00	4.54

Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
<p>Notes</p> <ol style="list-style-type: none"> 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. 	



ELECTIONS

The charges shown are currently not subject to VAT.

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)

Item	Data	Printed
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.		

Fees and charges Comparison

Other Licences and Fees	FBC £	GBC £	WCC £	HBC £	EBC £	PCC £
Skin Piercers : Premises	79.00	85.00				
Skin Piercers : Persons	68.00	70.00				
Street Trading Consent : 12 months	1,680.00	1,150.00				1,736.00
Street Trading Consent : 6 months	945.00	600.00				
Street Trading Consent : 3 months	525.00	N/A				
Street Trading - Tables and Chairs						
New	290.00	290.00	N/A			127.00
Renewal	180.00	180.00	N/A			From 244.00
Dangerous Wild Animal Licences :	128.00	135.00	56.00	96.00		
Riding Establishment Licences : Initial registration / renewal/variation –per horse	38.00	135.00 Plus Vet Fees	From 56.00	167.00		
Animal Boarding Establishment Licences	165.00	135.00	184.00	115.00		
Home (Domestic) Animal Boarding Establishment Licences	115.00	135.00	102.00	115.00		
Pet Shop Licences	115.50	135.00	184.00	100.00		
Dog Breeders Licence	173.25	135.00	158.00	115.00		
Zoo : Initial Application (valid for 4 years)	1,800.00	On Request	Actual cost	272.00		
Zoo : Renewal (valid for 6 years)	1,800.00	On Request	Actual cost			

Sex Shops/Establishments: Initial Fee	1,800.00	3,000.00		4,400.00		11,400.00
Sex Shop/Establishments: Renewal Fee	1,800.00	2,000.00		4,400.00		3,800.00
Scrap Metal Dealer: New Application	250.00	250.00	377.00	260.00	372.30	1,000.00
Scrap Metal Dealer: Application Renewal	140.00	140.00				100.00
Mobile Collector: New Application	140.00	140.00	194.00	110.00	285.60	300.00
Mobile Collector: Application Renewal	100.00	100.00				100.00
Variation of Licence	131.50	140.00		180.00		
Replacement Licence	22.00	22.00		30.00		25.00
Advice to commercial premises - charge per hour or part thereof	45.00	N/A				
Hackney Carriage and Private Hire Licences -						
Vehicle Licence						
Hackney Carriage	185.00	275.00	167.00	205.00	180.00	219.00
Private Hire	185.00	275.00	167.00	150.00	180.00	164.00
Transfer of Licence	185.00	N/A	37.00		60.00	126.00 + 26.00
Temporary Transfer	185.00	N/A	N/A	N/A	21.00	64.00
Operator's Licence						
Private Hire Operators Licence 1 Year	185.00	270.00	220.00		365.00	541.00
Private Hire Operators Licence 3 Year	455.00	650.00				N/A
Private Hire Operators Licence 5 Year	825.00	1,100.00		435.00		2,705.00
Driver's Licence						
Hackney Carriage Drivers Licence 1 Year	60.00	100.00	112.00		73.00	105.00
Hackney Carriage Drivers Licence 3 Year	155.00	240.00		110.00	182.00	246.00
Private Hire Drivers Licence 1 Year	60.00	100.00	112.00		73.00	95.00
Private Hire Drivers Licence 3 Year	155.00	240.00		110.00	182.00	257.00
Dual Drivers Licence 1 Year	85.00	140.00				
Dual Drivers Licence 3 Year	200.00	350.00				

DVLA Drivers' Licence check	Actual Cost	6.00			5.00	
Failure to attend appointment	34.00	N/A		45.00		
Replacement Licence	10.50	18.00	12.00	20.00	5.00	
Transfer of Ownership	25.00	N/A	37.00		60.00	
Knowledge Test						
Per test	23.00	23.00	29.00	40.00	15.00	12.00
Driver's Badge						
Issue and Replacement	18.00	18.00		17.00	6.00	13.00
Vehicles						
Replacement plates and fixings	22.00	23.00	27.00	20.00	10.00	
Replacement brackets	15.00	N/A				
Interior windscreen plate	23.00	23.00				
Other						
DBS Fee	Actual Cost	44.00	44.00		44.00	11.00
Medical Consultation	Actual Cost	Included in Licence fee				62.00 (Drugs Test)

FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date **24 January 2017**

Report of: **Head of Democratic Services**

Subject: **INTERIM POLLING STATION REVIEW**

SUMMARY

The Council has a statutory duty to keep under review the polling districts and polling places it uses for parliamentary (and other) elections.

Members of the Licensing and Regulatory Affairs Committee are asked to consider options for the location of a polling station for Hill Head districts 3 and 4, following Crofton Anne Dale Junior School declining to be a polling station at the forthcoming Hampshire County Elections in May 2017.

RECOMMENDATION

That the Licensing and Regulatory Affairs Committee:-

- (a) considers designating an alternative polling station for Hill Head districts 3 and 4 (as set out in paragraphs 11 to 14 of the report); and
- (b) subject to agreement, recommends the change of polling station to Council for approval.

INTRODUCTION

1. In accordance with the Electoral Administration Act 2006, 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 2014 which confirmed the scheme for the use of polling places and polling districts throughout the Borough for all elections.
2. The Licensing and Regulatory Affairs Committee has delegated powers to undertake such a review and to recommend a final scheme to the Council for adoption.

2017 COUNTY ELECTIONS

3. In preparation for the County elections which take place on 4 May 2017, all polling stations have been contacted to confirm the booking of the location for polling day.
4. From the Fareham Crofton Division (Hill Head ward), Crofton Anne Dale Junior School has returned the booking slip to decline the booking and written to confirm that in their view, the necessary closure of the school site for pupils would cause an interruption to the preparation of SATS and be inconvenient for parents.
5. Statutory powers exist to ensure that Local Education Authority schools can always be made available for use as polling stations. However, in light of complaints received by the County Council from parents at the school, Members are asked to consider alternative options for a polling station for Hill Head districts 3 and 4 (HH3 and HH4).

THE LEGISLATIVE BACKGROUND

6. 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.
7. 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 is required to make formal comment on polling stations currently or likely to be used in any parliamentary (or other) election.
8. 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,
9. 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.

10. The Returning Officer has delegated powers to select an alternative venue as a polling station in the event that a confirmed booking of a polling place, as set out in the Council's scheme, cannot be achieved. However, by virtue of the statutory powers available to local authorities regarding the use of schools, it is for the Licensing and Regulatory Affairs Committee to consider alternative options in this instance and to make its recommendation to Council for approval.

OPTIONS FOR CONSIDERATION

11. The Licensing and Regulatory Affairs Committee is asked to consider the use of Crofton Community Centre as an alternative polling station for HH3 and HH4.

12. Crofton Community Centre is already confirmed as a booked polling station and offers the use of the main hall, which in June 2016 was used to house 6 polling stations for the EU Referendum, with great success.

13. The proposal would see HH3 and HH4 share the use of the main hall with Stubbington districts 1 and 2, resulting in a quadruple station for the Fareham Crofton County Division.

14. The alternative option is to invoke our statutory powers and continue to use Crofton Anne Dale School as a polling station for HH3 and HH4 for the County elections in May 2017.

15. The current details for HH3 and HH4 are as follows:

<p>Hill Head District 3</p> <p>Polling Place Anne Dale Junior School Cuckoo Lane, Stubbington Fareham</p> <p>Electorate 1522</p>	<p>Barlow Close, Berry Lane, Carisbrooke Avenue, Cliff Road, Cowdray Park, Crabthorn Farm Lane, Dover Close, Fernie Close, Fitzwilliam Avenue, Fury Way, Great Gays, Haven Crescent, Hill Head Road, Knights Bank Road, Little Gays, Old Street (2-168/5-67), Osborne View Road, Pembroke Crescent, Pytchley Close, Short Road, Solent Road, The Scimitars, Whaddon Chase</p>
<p>Comments Returning Officer: Although this polling place is located outside the polling district, it affords adequate facilities to accommodate two polling stations. No alternative venue identified within the district.</p>	

<p>Hill Head District 4</p> <p>Polling Place Anne Dale Junior School Cuckoo Lane, Stubbington Fareham</p> <p>Electorate 1494</p>	<p>Angelus Close, Biscay Close, Blankney Close, Bramham Moor, Cromarty Close, Cuckoo Lane, Fair Isle Close, Faroës Close, Fastnet Way, Finisterre Close, Fisher Close, Forth Close, Forties Close, Hawk Close, Hebrides Close, Humber Close, Lundy Walk, Malin Close, Old Street (180-220), Plover Close, Plymouth Drive, Robins Close, Sea Kings, Shannon Road, The Gannets, Upper Old Street (1), Vicarage Lane (Glamis Court/ 10-40), Viking Close, Vixen Close</p>
<p>Comments Returning Officer: See comments as for district 3 above</p>	

16. A map of the area is included at Appendix A, showing the relative distance between the two polling stations and highlighting the area for HH3 and HH4.

Potential Benefits

17. Potential benefits of the change of Polling Place include:

- (a) large car park facility including ample disabled parking bays;
- (b) multiple station locations provide a central focus point for candidates, tellers and agents;
- (c) co-located experienced Presiding Officers and Poll Clerks can provide assistance and advice for new polling staff;
- (d) short distance for electors to travel additional distance of half a mile between Crofton Anne Dale School and Crofton Community Centre;
- (e) electors who voted in the EU Referendum from HH3 and HH4 attended Crofton Community Centre as a polling station and so have experienced this change of venue;
- (f) avoids the disruption to pupils, parents and teaching staff for Crofton Anne Dale Junior and Infant Schools.

Reasons against

18. Potential issues and reasons not to change the polling place include:

- (a) all electors will have further to travel by half a mile as the polling station is outside the district boundaries (as is Crofton Anne Dale School);
- (b) Fareham Borough Council is within its rights to invoke its Statutory Powers to utilise Crofton Anne Dale school as polling station;

Crofton County Councillor and Fareham Ward Councillors Consultation

19. Existing Fareham Borough Ward and County Councillors have been consulted and all are in agreement with the proposal to move the polling station to Crofton Community Centre.

20. The Hill Head Ward Members indicated that they would wish to see assistance for voters in the car park and clear directions in the main hall to assist voters in getting to the correct polling station with one door in and a separate door out.

21. The County Councillor requested that 5 or 6 parking bays be specifically allocated for voter parking in the car park.

22. Both of these suggestions can be accommodated by officers liaising with the Community Centre management team and incorporating these suggestions within the plans for the polling place.

RISK ASSESSMENT

23. Failure to meet the reasonable requirements of electors or not taking sufficient account of accessibility to disabled persons may lead to representations to the Electoral

Commission who may direct changes to be made. In undertaking the review the Council may ensure that it is taking reasonable steps to enable all electors to participate in the democratic process.

Background Papers:

Correspondence from Crofton Anne Dale Junior School

Complaint received by Hampshire County Council

Reference Papers:

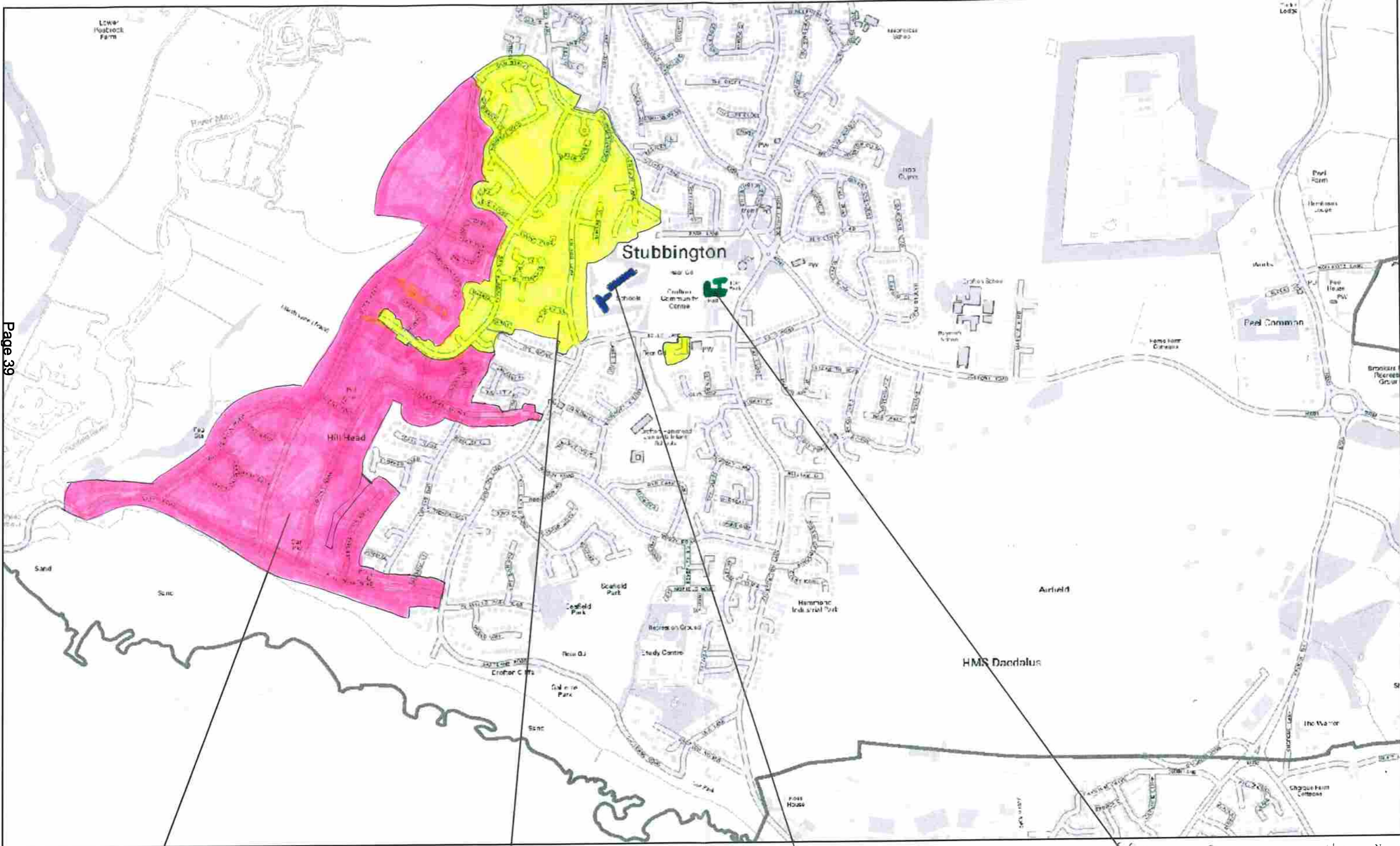
Report to Licensing and Regulatory Affairs Committee – 16 September 2014: Review of Polling Districts and Polling Places

Enquiries:

For further information on this report please contact Leigh Usher. (Ext 4553)

APPENDICES

Appendix A – Map of Stubbington area showing polling station location



= HH3

= HH4

= Anne Dale School

= Crafter Community Centre



FAREHAM

BOROUGH COUNCIL

Report to Licensing and Regulatory Affairs Committee

Date 24 January 2017

Report of: Head of Environmental Health

Subject: **PRELIMINARY REVIEW OF WORK PROGRAMME 2016/17 AND
DRAFT WORK PROGRAMME 2017/18**

SUMMARY

At the Committee meeting on 21 March 2017, Members will be asked to review the outcome of the Work Programme for the current year, 2016/17. Also at that meeting, the Panel will need to finalise the draft Work Programme for next year, 2017/18.

This report contains details of the position of the Committee's existing Work Programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist Members in drawing up the Work Programme for 2017/18.

RECOMMENDATION

Members are asked to:

- (a) note the progress on actions arising from the meeting of the Committee held on 27 September 2016, attached as Appendix A to the report;
- (b) review the Work Programme for 2016/17, attached as Appendix B to the report; and
- (c) give initial consideration to the draft Work Programme for 2017/18 attached as Appendix C of the report.

INTRODUCTION

1. At the Committee meeting on 27 September 2016, the Work Programme for 2016/17 was reviewed.

WORK PROGRAMME FOR 2016/17

2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A for members' information.
3. The Work Programme for 2016/17 agreed at the last meeting is attached as Appendix B.

REVISIONS TO THE WORK PROGRAMME 2016/17

4. Members are asked to note the following changes to the Work Programme:-
 - (i). the meeting of the Licensing & Regulatory Affairs Committee scheduled for the 22 November 2016 was cancelled;
 - (ii). an item titled "Polling Station Review" has been added to the current Work Programme for the 24 January 2017 meeting; and
 - (iii). an item titled 'Scheme of Delegation to Officers' has been added to the current Work Programme for the 21 March 2017 meeting.

WORK PROGRAMME – NEXT YEAR 2017/18

Scrutiny Board Responsibilities

5. Members are reminded that the Scrutiny Board is generally responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions.
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers.
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions.
 - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council.
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.

Role of the Policy Development and Review Panels

6. The Policy Development and Review Panels are responsible for preparing their own work programme. Those programmes should take account of the role of the Panels to:-
 - assist in the development and formulation of policy
 - report and advise upon policies and proposals relating to their particular service interest.
 - review the performance of services provided directly or indirectly by the Council.
7. There are six planned meetings of the Policy Development and review Panels in the next municipal year, to deal with ordinary business.

Planning Next Year's Work Programme

8. Members are invited to consider items for the draft Work Programme for 2017/18. It has been previously suggested that a few items of major significance be chosen.
9. In addition to any other matters which members may wish the Committee to look at, the Executive may decide it wishes the Committee to carry out specific tasks during the next municipal year.
10. At this stage, particular items which are known to be coming before the Committee during the next year are attached as Appendix C.
11. Other general items may arise during the year, such as responding to consultation requests by the Government.
12. Statutory strategies and policy framework items will need to be reports to any combination of the Review Panels, the Scrutiny Board, the Executive and the Council, as appropriate.

RISK ASSESSMENT

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

CONCLUSION

14. The Committee is invited to:-
 - (a) note the progress on actions arising from the meeting of the Committee held on 27 September 2016, attached as Appendix A to the report;
 - (b) review the Work Programme for 2016/17, attached as Appendix B to the report; and
 - (c) give initial consideration to the draft Work Programme for 2017/18 attached as Appendix C to the report.

APPENDICES:

APPENDIX A – Progress on Actions since the last meeting

APPENDIX B – Licensing and Regulatory Affairs Committee Work Programme 2016/17

APPENDIX C – Licensing and Regulatory Affairs Draft Work Programme 2017/18

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Ian Rickman. (Ext 4773)

LICENSING AND REGULATORY AFFAIRS COMMITTEE – 24 January 2017

Progress on Actions from last meeting

Date of Meeting	27 September 2016
Subject	Police Update
Type of Item	Verbal Update
Action by Committee	<p>Members were advised that the police are continuing to work closely with the local neighbourhood team to identify and tackle emerging issues at an early stage. The Fareham night time economy continues to enjoy low levels of crime following the significant reductions that were achieved 4 years ago as a result of all licenced premises in the town centre closing by 1am.</p> <p>PC Pearce highlighted that the primary issue over the last year has been the increasing number of street drinkers in the town centre. Over a third of all anti-social behaviour crimes and incidents in the town centre are attributable to street drinkers, despite significant resources having been made available across the County to tackle the issue and identify tactics to disperse these groups. In Fareham, the Police Licensing team has had some success with a campaign to encourage premises not to stock high alcohol content drinks that the street drinkers favour. Premises that fail to engage are identified and as a result of consistent lack of co-operation, one has very recently had their premises license revoked.</p> <p>PC Pearce also highlighted disappointing results in test purchases that have been carried out across Fareham this year. Despite the Challenge 25 policy that has been implemented across the borough, 11 out of 40 test purchases resulted in failure. Some test purchases resulted in multiple failures and these have led to police seeking significant sanctions on the premises' licences.</p> <p>In response to Members' enquiries regarding factors contributing to the increase in street drinkers in the town centre, PC Pearce advised that the 101 Shelter in Gosport Road and the Dickson House probation service bail hostel in Trinity Street are having some effect.</p>

	<p>The Chairman advised that the majority of residents in Dickson House have moved out of prison on licence. Use of alcohol is strictly prohibited and offenders are removed from the premises if they do not comply. Anti-social behaviour issues relating to Dickson House are more to do with offenders remaining in Fareham at the end of their probation period rather than returning to where they lived prior to offending.</p> <p>Members commended the Police Licensing Team on the excellent work they are doing under such adverse resourcing conditions but raised concern that resources are being diverted from local areas to deal with Town Centre issues.</p> <p>RESOLVED that PC Pearce be thanked for his verbal report.</p>
Outcome	Complete – Report noted.
Link Officer	Ian Rickman
Subject	Actual Revenue Expenditure 2015/16
Type of Item	Report
Action by Committee	<p>The Committee considered a report by the Head of Environmental Health on Actual Revenue Expenditure 2015/16.</p> <p>In response to questions from Members, the Head of Democratic Services outlined how the Election Services budget is affected by the phasing of funding received via the Electoral Claims Unit. Following a sustained period of change since 2010, it should now be possible for future accounts to be prepared based on an analysis and understanding of election expenditure so that a more stable budget position is created.</p> <p>RESOLVED that the Committee notes the content of the report.</p>
Outcome	Completed – Content of Report noted.
Link Officer	Ian Rickman/Leigh Usher
Subject	Review of Hackney Carriage Fares
Type of Item	Report
Action by Committee	<p>At the agreement of the Chairman, this item was moved before item 7 in order to consider the deputation made in Minute 5.</p> <p>The Committee considered a report by the Head of Environmental Health on the review of Hackney Carriage Fares.</p> <p>The Panel received the deputation referred to in Minute 5 above.</p>

	<p>RESOLVED that the Committee recommends that the Executive approve the following changes:-</p> <p>1) that the fee for 'Passengers picked up at Fareham Station ' can be increased from 60p to £1; and</p> <p>2) that the statement 'For each dog (except assistance dogs) 10p' be replaced with 'Assistance dogs must be accrued free of charge unless the driver has a current exemption in place to do so'.</p>
Outcome	<p>Referred to the Executive meeting held on 05 December 2016. It was RESOLVED that the Executive approves:</p> <p>(a) that the fee for 'Passengers picked up at Fareham Station' be increased from 60p to £1; and</p> <p>(b) that the statement 'For each dog (except assistance dogs) 10p' be replaced with the wording: 'Assistance dogs must be carried free of charge unless the driver has a current exemption in place'.</p>
Link Officer	Ian Rickman
Subject	Boundary Commission For England Review
Type of Item	Report
Action by Committee	<p>The Committee received a presentation by the Head of Democratic Services about the Boundary Commission for England's Parliamentary Boundary Review.</p> <p>The presentation highlighted the proposed reduction in constituencies in the South East region from 84 to 83 by incorporating the exiting Meon Valley constituency into Winchester, East Hampshire and Fareham. This will involve the inclusion of the Winchester Whiteley ward into Fareham.</p> <p>The presentation also outlined the remaining stages of the review process, including the opportunity to make representations on the proposals during the 12 week consultation period that will run until 5 December 2016. Legislation specifies that final recommendations must be implemented by September 2018.</p> <p>Fareham Borough Council's formal consultation response will be submitted following the Council meeting on 13 October 2016.</p> <p>In discussing the item, the Committee commented that it was largely in support of the Boundary Commission's proposal and agreed with the logic of taking the whole of Whiteley into the Fareham Constituency.</p>

	<p>The Committee was pleased to note that the 2018 review does not split Fareham (as per previous proposals) but noted concern that the calculations do not take into account plans for future housing developments and therefore a rise in electorate numbers.</p> <p>RESOLVED that the Committee thank the Head of Democratic Services for her informative presentation and refers its comments to Council for consideration.</p>
Outcome	<p>Decision went to full Council on 13 October 2016, It was RESOLVED that:</p> <p>1) authority be delegated to the Executive Leader, in consultation with the Chief Executive Officer, to submit a response on behalf of Fareham Borough Council in support of the Boundary Commission for England's proposals on the 2018 Constituency Review; and</p> <p>2) the Executive Leader and Chief Executive Officer be authorised to attend a Public Hearing (if necessary) to present the Council's response.</p>
Link Officer	Leigh Usher

LICENSING AND REGULATORY AFFAIRS COMMITTEE –WORK PROGRAMME 2016/17

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
31 MAY 2016	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Health & Safety Service Plan Review of Work Programme 2016/17	Training for Members
5 JULY 2016	MEETING CANCELLED	
27 SEPTEMBER 2016	Setting of Taxi Tariff Review of Work Programme 2016/17 Police Update – Jason Pearce Actual Revenue Expenditure 2015/16 Boundary Commission for England Review	Training for Members
22 NOVEMBER 2016	MEETING CANCELLED	
24 JANUARY 2017	Spending Plans 2017/18 Fees and Charges 2017/18 Polling Station Review Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18	
21 MARCH 2017	Update on Fareham & Gosport Environmental Health Partnership – Presentation Scheme of Delegation to Officers Final Review of Work Programme 2016/17 and Draft Work Programme 2017/18	

APPENDIX C

LICENSING AND REGULATORY AFFAIRS COMMITTEE – DRAFT WORK PROGRAMME
2017/18

<u>DATE</u>	<u>SUBJECT</u>	<u>TRAINING SESSION/WORKSHOP</u>
MAY 2017	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee Review of Work Programme 2017/18	
JULY 2017	Review of Work Programme 2017/18	
SEPTEMBER 2017	Setting of Taxi Tariff Review of Work Programme 2017/18 Police Update – Jason Pearce Actual Revenue Expenditure 2016/17 Boundary Commission for England Review	
NOVEMBER 2018	Review of Work Programme 2017/18	
JANUARY 2018	Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19 Spending Plans 2018/19 Fees and Charges 2018/19	
MARCH 2018	Update on Fareham & Gosport Environmental Health Partnership – Presentation Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	