

# FAREHAM

BOROUGH COUNCIL

## AGENDA LICENSING AND REGULATORY AFFAIRS COMMITTEE

**Date:** Tuesday, 19 September 2017

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor Mrs P M Bryant (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors Mrs S M Bayford

Miss S M Bell

F Birkett

T M Cartwright, MBE

Mrs T L Ellis

M J Ford, JP

Mrs C Heneghan

L Keeble

A Mandry

Mrs K Mandry

R H Price, JP

Mrs K K Trott



*Deputies:* K D Evans  
S Cunningham

**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 - 8)

To confirm as a correct record the minutes of the meeting of the Committee held on 13 June 2017.

**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. Police Update**

To receive an update from Hampshire Constabulary on Police Licensing arrangements.

**7. Review of Hackney Carriage Fares** (Pages 9 - 20)

To consider a report by the Head of Environmental Health on the Review of Hackney Carriage Fares.

**8. Polling Place Review** (Pages 21 - 28)

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

**9. Licensing and Regulatory Affairs Committee Work Programme** (Pages 29 - 34)

To consider a report by the Head of Environmental Health on the Committee's Work Programme for 2017/18.



P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
11 September 2017

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
Tel:01329 236100  
[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, 13 June 2017

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor Mrs P M Bryant (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

**Councillors:** Mrs S M Bayford, Miss S M Bell, F Birkett, T M Cartwright, MBE,  
Mrs T L Ellis, M J Ford, JP, Mrs C Heneghan, L Keeble,  
A Mandry, Mrs K Mandry, R H Price, JP and Mrs K K Trott

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

RESOLVED that the minutes of the Licensing and Regulatory Affairs Committee held on 11 May 2017 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.

**6. RESPONSIBILITIES OF THE LICENSING AND REGULATORY AFFAIRS COMMITTEE**

The Committee received a presentation from the Head of Environmental Health on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. This covered health and safety, alcohol licensing, general licensing/registration, taxi licensing and the Safety Advisory Group.

The Committee also received a presentation from the Head of Democratic Services on the scope of the Elections Service. This included:-

- the responsibility to ensure that all residents within the Borough who are eligible to vote in local government, Parliamentary or European Parliamentary elections and UK Referendums are registered to vote;
- the organisation of all elections and referendums within the Borough on behalf of the appropriate Returning/Counting Officer; and
- the undertaking of periodic reviews of boundary and electoral arrangements within the Borough.

RESOLVED that:-

- (a) the Head of Democratic Services and the Electoral Services Manager be thanked for all the work that has been done in managing the May 2017 County elections and the June 2017 Parliamentary General Election; and
- (b) that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.

## **7. TAXIS AND WHEELCHAIR ACCESSIBILITY**

The Committee received a report by the Head of Environmental Health on Taxis and Wheelchair Accessibility.

Councillor Mrs Heneghan left the meeting during this item.

Members discussed and considered in detail whether the wheelchair accessible hackney carriage and private hire vehicles that serve the Borough are meeting the needs of people with disabilities. It was agreed that further evidence should be gathered from relevant parties to ensure that all issues are fully understood.

RESOLVED that, having considered whether the current arrangements for wheelchair accessible vehicles are sufficient, officers be requested to:-

- (a) consult with local disability groups and Hackney Carriage/Private Hire Associations to gain a clearer picture of the issues faced by disabled residents; and
- (b) provide a further report on Taxis and Wheelchair Accessibility for consideration at a future meeting of the Committee.

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

The Committee considered a report by the Head of Environmental Health on the Committee Work Programme for 2017/18.

RESOLVED that:-

- (a) as there are no items of business for the meeting on 11 July 2017, the meeting will be cancelled;
- (b) it be noted that Licensing training will be arranged and delivered on 19 September 2017 prior to the Committee meeting taking place;
- (c) a further report on Taxis and Wheelchair Accessibility be added to the Work Programme for the meeting to be held on 28 November 2017;
- (d) progress on actions arising from the meeting of the Committee held on 21 March 2017, as shown in Appendix A to the report, be noted; and
- (e) subject to (a) and (c) above, the Work Programme for 2017/18, attached as Appendix B to the report, be confirmed.

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





# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **19 September 2017**

**Report of:**           **Head of Environmental Health**

**Subject:**             **REVIEW OF HACKNEY CARRIAGE FARES**

#### **SUMMARY**

Each year the views of the taxi trade are sought in respect of whether they wish the Council to consider an increase to the taxi tariff. The last time the trade indicated they wanted a tariff increase was in 2008, and the matter was considered by the Committee at that time and an increase was granted. In August this year a letter was sent to the taxi trade, which sought their view on whether they wished to have an increase to the taxi tariff. There were 19 individual responses from individual drivers, 12 for no change, 7 requesting a range of changes, which are detailed within the report, the Hackney Carriage and Private Hire Association (HCPHA) had also voted in favour of no tariff increase.

#### **RECOMMENDATION**

The Committee is requested to:

- (a) consider the responses from the individuals who responded and the HCPHA in respect of the changes to the tariff;
- (b) consider if a change is appropriate; and
- (c) make a recommendation to the Executive in that respect.

## INTRODUCTION

1. Each year the taxi trade is consulted in respect of the level of taxi tariff. The last time the trade indicated they wanted a tariff increase following consultation was in 2008, and the matter was considered by the Committee at that time and an increase was granted.
2. In 2015 the trade did not request a change in the fares but asked for two other changes to the tariff which were both granted. One was for a change to the cost of carrying luggage and the second was for an increase in the fee for fouling a vehicle.
3. In 2016 the taxi Trade via the Association requested an increase in the fee for picking up at Fareham Railway Station and a statement regarding dogs to be removed. These were both implemented.
4. In August this year a letter was sent to the taxi Trade to consult upon the taxi tariff (Appendix A). We received 19 responses of which 7 were requesting a change. A list of responses can be seen as Appendix C.
5. On 15 June 2017 we received an email from Mr Paul Rogerson regarding a vote the Hackney Carriage and Private Hire Association had taken in regard to a tariff increase. The result was that 81 written votes were received with 43 voting for no increase and 38 voting for an increase. (Appendix B)
6. There are currently 212 Hackney Carriage vehicles licensed in the Borough, 154 licensed Hackney Carriage drivers and 75 Dual Licensed Drivers.

## INDICES

7. Average Weekly Earnings in real terms (adjusted for consumer price inflation and seasonality), were reset in August 2015 to an index of 100 and have increased 1.1% since that date.

	<b>Real AWE (2015 £)</b>	<b>Real AWE (Index numbers 2015=100)</b>
Aug-15	454	100.0
Sep-15	454	100.1
Oct-15	454	100.1
Nov-15	456	100.4
Dec-15	457	100.6
Jan-16	458	101.0
Feb-16	460	101.4
Mar-16	460	101.4
Apr-16	461	101.6
May-16	460	101.4
Jun-16	461	101.5
Jul-16	460	101.4
Aug-16	461	101.6
Sep-16	461	101.5
Oct-16	461	101.5
Nov-16	461	101.7
Dec-16	459	101.2
Jan-17	458	101.0

Feb-17	457	100.7
Mar-17	457	100.8
Apr-17	458	100.9
May-17	458	101.0
<b>Jun-17</b>	<b>459</b>	<b>101.1</b>

8. Other travel costs still fluctuate although fell in 2016.

2009	240.3	3.44%
2010	255.2	6.20%
2011	274.7	7.64%
2012	284.4	3.53%
2013	296.2	4.15%
2014	305.6	3.17%
2015	325.4	6.48%
2016	334.1	2.67%

9. Consumer price inflation is currently at 2.6%.

10. Members are asked to review the fare comparison spreadsheet (Appendix E) and consider whether to recommend an increase in the tariff. Also included in Appendix E are some example increases in order to further assist members.

### **RISK ASSESSMENT**

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

### **CONCLUSION**

12. That members consider the information contained in the report when making their decision regarding the level of Fareham Taxi Tariff.

**Background Papers:** None

**Reference Papers:** None

**Enquiries:** For further information on this report please contact Helen Spires. (Ext 4411)

APPENDIX A	Letter to Trade consulting on Tariff
APPENDIX B	Email from Paul Rogerson re vote of HC&PH Association
APPENDIX C	Responses received plus two letters
APPENDIX D	Current Tariff card
APPENDIX E	Fares Comparison Spreadsheet and examples of increase to tariff

# FAREHAM

## BOROUGH COUNCIL

«Merge Record #»  
 «Name»  
 «Address1»  
 «Address2»  
 «Address3»  
 «Postcode»

Head of Environmental Health  
 Ian Rickman

**Contact:** Gemma Knipe

**Ext.:** 4428

**Date:** 25 July 2017

Dear Colleague

### ANNUAL TARIFF CHANGES

Fareham Borough Council annually contact drivers, owners and operators of Hackney Carriage vehicles to see if they want any changes made to the tariff.

Please indicate on the slip below if you wish any changes to be made. All replies need to be received by the Council by Monday 7 August 2017. Please return the slip to the Licensing Team, Fareham Borough Council, Civic Offices, Civic Way, Fareham, PO16 7AZ. These can be handed into our ground floor reception, or sent in the post.

If we receive requests to change the tariff we add them to the report to the September 2017 Licensing and Regulatory Affairs committee. Any changes agreed by committee will be effective from April 2018.

Yours faithfully



Helen Spires  
 Licensing Manager

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Driver Name:

Would you like to propose any changes: YES   
 NO

If yes, proposed changes (please continue on separate paper if required):

Signed:

Dated:

## APPENDIX B

**From:** paul rogerson [redacted]  
**Sent:** 15 June 2017 15:58  
**To:** Spires, Helen <[redacted]>  
**Cc:** Taxi Association <[redacted]>; Michael Doughty  
<[redacted]>; Jay Miah <[redacted]>; Cole Hughes  
<[redacted]>; Neil Bradley <[redacted]>; Rickman, Ian  
<[redacted]>; Bryant, Cllr. Mrs P <[redacted]>  
**Subject:** New Committee and Tariff Increase?

Helen,

On Tuesday the 13th June 2017 we had a meeting of the Fareham Hackney Carriage and Private Hire Association and selected a new Committee.

1. The out going Chairperson Michael Doughty is being replaced by Jay Miah.  
The out going Vice Chairperson being myself Paul Rogerson is being replaced by Cole Hughes.  
The out going Secretary Mel Chorlton is being replaced by Niel Bradley.

The out going committee is not being forced out we have just decided that others should be involved. I have copied this Email to all the new committee so that you have all their Email addresses.

2. At the same meeting we discussed whether the trade wanted a tariff increase or not. We had already completed a paper vote and 81 had replied. 43 voted for No Increase and 38 voted for an increase. The meeting voted to accept the conclusion of the paper vote. Therefore the Fareham Hackney Carriage and Private Hire Association is NOT asking for a Tariff Increase this year.

The out going committee would like to thank you and your team for all the assistance we have received throughout the years and we hope the new committee can look forward to your help in the future.

Regards,

Paul Rogerson

This email (and its attachments) is intended only for the use of the person(s) to whom it is addressed and may contain information which is privileged and/or confidential. If it has come to you in error, you must take no action based on it nor must you copy or show it to anyone.

This email is confidential but may have to be disclosed under the Freedom of Information Act 2000, the Data Protection Act 1998 or the Environmental Information Regulations 2004. If you are not the person or organisation it was meant for, apologies. Please ignore it, delete it and notify us. Emails may be monitored.

There are currently 212 Hackney Carriage vehicles licensed in the Borough, 154 licensed Hackney Carriage drivers and 75 Dual Licensed Drivers.

Of the 229 drivers sent letters we received 19 responses.

12 responses requested no change. None of these had additional comments.

7 responses requested a change

- 2 no proposed change
- A 4% increase to cover insurance, petrol and household costs
- A 10% increase equal to 1% per year since 2008
- 15% increase
- A small increase (2.5% mentioned but not specifically requested) Letter attached from Michael E Bugden
- A small reduction on the distance travelled rather than increasing the pull-off
  - Currently - Pull off £2.20 for 190m and then 20p for each successive 190m.
  - Proposed - Pull off of £2.20 for 170m and then 20p for each successive 170m until 1,700m and then 20p for each successive 190m – Letter attached from Paul Rogerson

The Hackney Carriage and Private Hire Association informed us members had voted to request no change to the tariff.

4<sup>th</sup> August 2017

Licensing Team  
Fareham Borough Council  
Civic Offices  
Civic Way  
Fareham  
Hants

PO16 7AZ

Re : Annual Tariff Change

Dear Helen

I would like to request a small increase in the current tariff to take in to account that many of our customers now want to pay for their fare using either a Credit or Debit Card.

As you will be aware current legislation does not allow us to make a charge to the customer if the journey starts and finishes within the Borough as we have to use the metered rate. If on the other hand the journey starts or finishes outside the Borough we can apply a small charge to recoup the merchant costs of providing this facility. This small charge currently averages at around 2.5% on those types of journey.

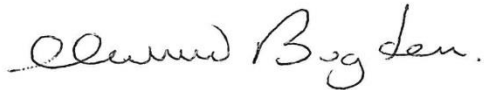
*As widely reported in the news recently the government is bringing in legislation which will make it illegal as from January 2018 for a business to charge different prices for payment by either cash or card.*

As Managing Director of Radio Taxis (Fareham) Ltd we have taken Credit/Debit Card payments through the office for at least 10 years. About 2 years ago we started to lease some equipment that allowed 20 vehicles to take in car card payments. The usage by passengers of this facility has increased every month, we are now finding that some passengers are walking down the rank to get in a car that will accept card payments. Our recently installed Autocab App means a customer can track where their taxis is and it also tells the customer that either cash or card payments are accepted. We have therefore taken the decision that ALL Radio Taxis (Fareham) vehicles should be able to accept in car card payments by the end of September 2017. Obviously the driver will have to bear the full cost of providing this facility as from January 2018 so a small increase in the tariff will compensate the owner/driver for providing this facility.

It may be of interest to note that Transport for London (TfL) recently increased the tariff in London on the proviso that ALL Black Cabs (Hackneys) should be able to accept either cash or card payments from passengers. Any small increase in Fareham could perhaps be justified with the Council adopting a similar policy, passengers want the facility to pay by either cash or card these days.

It may be also worth noting that there has been no increase in the Fareham Hackney Tariff since September 2008, I have done some research and it is widely accepted that £100 worth of goods then would now cost £121.80 a 21.8% increase in prices since that time.

Yours faithfully

A handwritten signature in black ink, appearing to read "Michael E Bugden". The signature is written in a cursive style with a horizontal line underneath.

Michael E Bugden

16 Weyhill Close  
Portchester  
Fareham  
Hants  
PO16 8EL



10, Brecon Close  
Fareham,  
Hants.  
PO14 1ST  
31<sup>st</sup> July 2017

Helen,

The trade voted narrowly in favour of NO TARIFF INCREASE again this year which means there would have been no increase in the Pull Off or Distance Travelled since 2008 some 9 years ago. I believe this is because of the trades concern with regard to large out of town companies undercutting our prices. However, since that vote there have been considerable discussions in the media about Card Charges and that prices in general might have to rise to compensate traders.

I believe that a small rise in the tariff should now be considered to help Hackney Carriage owners and drivers offset addition expenses.

I personally would prefer a small reduction on the distance travelled rather than increasing the pull off.

Currently – Pull Off of £2.20 for 190m and then  
20p for each successive 190m.

My proposal - Pull Off of £2.20 for 170m and then  
20p for each successive 170m till 1,700m and then  
20p for each successive 190m.

My proposal would give just a 20p increase on any journey over 1,700m (1.06miles) and most customers would not even realise that the tariff had increased.

I suspect that you might of decided to ask surrounding Licensing Authorities how they are dealing with this potential problem. If other authorities decide their Hackney Carriage owners / drivers should absorb these new costs then please remember we have not asked for an increase in over 8 years and no Licensing Authority locally has waited for anywhere near that amount of time.

If you add this letter to any appendix that councillors read then I feel I should state that I am no longer on the Committee of the Fareham Hackney Carriage and Private Hire Association and that these are only my own personal views.

Regards,



Paul Rogerson  
Hackney Carriage Owner HC93

# FAREHAM

BOROUGH COUNCIL

## TAXI FARES (INCLUSIVE OF VAT)

<b>DISTANCE</b>		<b>RATE1</b>
RATE 1:	For the first 190 meters or part thereof minimum charge	£2.20
	For each succeeding 190 meters or part	20p
RATE 2:	For the first 190 meters or part thereof minimum charge	£3.30
	For each succeeding 190 meters or part	30p
RATE 3:	For the first 190 meters or part thereof minimum charge	£4.40
	For each succeeding 190 meters or part	40p
<b>WAITING TIME</b>		<b>RATE 2</b>
RATE 1:	For each period of 60 seconds or part	20p
RATE 2:	For each period of 60 seconds or part	30p
RATE 3:	For each period of 60 seconds or part	40p
<b>EXTRA CHARGES</b>		<b>RATE 3</b>
	For each person in excess of two	10p
	Luggage carried outside of the passenger compartment	50p
	This does not include items relating to a disability	
	Passengers picked up at Fareham Station	£1.00
	Assistance dogs must be carried free of charge unless the driver has a current exemption in place not to do so.	surcharge

**A MAXIMUM CHARGE OF £70 MAY BE MADE AGAINST ANY PERSON FOULING THE VEHICLE OR ALLOWING AN ANIMAL TO FOUL THE VEHICLE**

Complaints should be made to The Licensing Officer, Regulatory Services, Civic Offices, Civic Way, Fareham, Hampshire PO16 7AZ or email: [Licensing@fareham.gov.uk](mailto:Licensing@fareham.gov.uk)

### HACKNEY CARRIAGE NO.

[DMrelatedsys\_ah\_hc\_vehicle/plate\_number/vehicle\_reference] TO CARRY

[DMrelatedsys\_ah\_hc\_vehicle/carry\_limit/vehicle\_reference] PERSONS

**SEAT BELTS ARE PROVIDED FOR ALL PASSENGERS IN THIS VEHICLE YOU ARE REQUIRED BY LAW TO WEAR THEM**

Issue 05

Valid from February 2017

**Taxi Tariff Comparison**

DISTRICT	NUMBER OF MILES	6
SOUTHAMPTON	Pull off £2.80 for first 110 metres 20p each 110 metres thereafter until distance travelled of 330 metres 20p each 195 thereafter	£ 12.76
PORTSMOUTH	Pull off £2.20 for the first 274 metres (or 51.43 seconds) 20p each 182.88 metres until fare reaches £12.60 20p each 141.73 metres thereafter	12.46
GOSPORT	Pull off £2.20 for first 199 metres 20p each 178 metres thereafter	12.80
FAREHAM (EXISTING)	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.20

**Examples of effect of different increases to tariff**

	NUMBER OF MILES 6	£
FAREHAM EXISTING	Pull off £2.20 for first 190 metres 20p each 190 metres thereafter	12.16
FAREHAM EXISTING +5%	Pull off £2.31 for the first 190 metres 21p each 190 metres thereafter	12.77
FAREHAM EXISTING +10%	Pull off £2.42 for first 190 metres 22p each 190 metres thereafter	13.38
FAREHAM EXISTING +15%	Pull off £2.53 for the first 190 metres 23p each 190 metres thereafter	13.98

NB The percentage increase in fare decreases as the journey length increases.



# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **19 September 2017**

**Report of:**            **Head of Democratic Services**

**Subject:**                **POLLING PLACE 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 various polling places in order to avoid the use of schools and to improve pedestrian and disabled access where problems have been identified.

#### **RECOMMENDATION**

That the Licensing and Regulatory Affairs Committee considers amending polling place designations from May 2018, as set out in Appendix A to the report, subject to the full statutory polling district and polling place review being carried out, with full consultation, by 2020.

## **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 major 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.

## **THE LEGISLATIVE BACKGROUND**

3. The Representation of the People Act 1983 (RPA '83) 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 any review, the Returning Officer is required to make formal comment on polling places currently or likely to be used in any parliamentary (or other) election.
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 place is accessible to electors who are disabled. A polling place should preferably be located within the polling district, but the RPA '83 recognises this is not always feasible.
6. The process for undertaking a review is largely prescribed by the RPA '83 and subsequent 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 places within a designated polling place.
7. The Returning Officer has delegated powers to select an alternative venue as a polling place in the event that a confirmed booking of a polling place, cannot be achieved. However, by virtue of the statutory powers available to local authorities regarding the use of schools, the Licensing and Regulatory Affairs Committee is asked to consider alternative options in this instance and to make its recommendation to Council for approval.

## **POLLING PLACE REVIEWS AND RECOMMENDATIONS**

8. Following a post-election review carried out by the Returning Officer and the Electoral Services team, a number of alternative venues are put forward for consideration as alternative polling places and stations to be used from the May 2018 elections. A full list of proposed amendments are contained within Appendix A and the following section provides further background information for consideration:

## **Schools – General use**

9. Returning Officers have the authority to utilise schools if they are required to serve as polling places. Whilst this can be a convenient option from an organiser's perspective it can also be controversial and unpopular with electors, especially if the school decides to close to pupils. Complaints received about the use of schools as polling places have often referred to the fines imposed on parents for taking their children out of school without permission, citing this as an unfair situation when schools close on polling day causing parents to have to arrange additional childcare.

## **Schools used as polling places 2016**

10. The EU Referendum was announced in February 2016 for Thursday 23 June. Several schools across the borough were already booked for the combined elections taking place on Thursday 5 May and had already allocated their inset days for that academic year. A further closure of these schools on 23 June would have meant an unscheduled day's closure in addition to their inset days.
11. Rather than close these schools on 23 June, which would have meant pupils missing a day's education and forcing many parents to either miss a day's work or fund childcare for the day, the decision was taken by the Local Counting Officer (Returning Officer) to relocate polling stations away from schools wherever possible.
12. All of the relocations were successful in that they provided accessible places to vote for the local electorate. None of the relocations attracted any complaints from electors.

## **Schools used as polling places 2017**

13. Polling places were booked for the county elections on 4 May in accordance with the Polling Place Review 2014 i.e. reverting back to using schools.
14. This prompted questions from parents asking why schools were again being used when alternatives were successfully used for the EU Referendum the previous year. In addition, Anne Dale Infant School returned their venue booking form declining the booking. In the interest of community relations, instead of invoking the legal powers of the Returning Officer to utilise the school, the polling place was again relocated away from the infant school to Crofton Community Centre, with the confidence afforded by the successful relocation of the same polling place for the EU Referendum. Complaints were also received from parents at Ranvilles Infant School and Harrison School, however as the schools accepted the bookings they were both used as polling places in May 2017.
15. The Parliamentary General Election was called in April 2017 for Thursday 8 June. Several schools across the borough were already booked for the county elections taking place on Thursday 4 May and had already allocated their inset days for that academic year. A further closure of these schools on 8 June would have meant an unscheduled day's closure in addition to their inset days. Rather than close these schools on 8 June, which would have resulted in pupils missing a day's education and forcing many parents to either miss a day's work or fund childcare for the day, the decision was taken by the Returning Officer to relocate polling stations away from schools wherever possible.

16. This was the same scenario around polling places for the EU Referendum so the EU Referendum polling places list was largely used as a blueprint for the Parliamentary General Election, as they had already been proven successful in June 2016.
17. Again, all of the relocations were successful in that they provided accessible places to vote for the local electorate. Again, none of the relocations attracted any complaints from electors.

### **Ranvilles Infant School**

18. The only polling place that has not yet been relocated away from a school is Ranvilles Infant School. This is largely due to the absence of a suitable, alternative venue within either of the polling districts which the school serves.
19. Unfortunately, this is also the school that attracts the strongest and most frequent complaints from parents/electors. Due to the nature of these complaints advice was sought from Hampshire County Council (the local education authority) and a meeting was held with the head teacher to attempt to appease the situation. The hostility of some parents towards the school and Fareham Borough Council have made negotiations challenging. The on-going nature of these complaints are driving the need to relocate the polling station away from the school.
20. In the neighbouring polling district, St Philip Howard Church is already a polling place with ample space to accommodate multiple polling stations. There is a pelican crossing on Peak Lane and a footpath along Cunningham Drive offering a safe pedestrian route for voters, Cunningham Drive is the main bus route between the Ranvilles area and the church providing a regular, public transport connection and there is also sufficient parking around the church making it an acceptable alternative to Ranvilles Infant School under the circumstances.

### **Moving away from schools as polling places in 2018**

21. The short timescales involved in organising the EU Referendum and the snap Parliamentary General Election forced unplanned trials, over 2 years, of alternative polling places to schools. It has twice been demonstrated to electors, pupils' parents and schools that alternative polling places can be successfully used, diminishing the rationale for using schools on polling day and strengthening the case for relocating polling stations away from schools.

### **The Miner's Arms public house**

22. In June 2016 and May and June 2017 complaints were received from a powered wheelchair user who votes at the Miner's Arms, Funtley, about the difficult disabled access. A new ramp was provided in May 2017 which helped with wheelchair access to the pub however the restricted space inside the venue does not allow a wheelchair to easily turn around.
23. Funtley Social Club is easily accessible in a wheelchair with a great deal of space inside in which to manoeuvre so is a better option of polling place for disabled access.



## **Sarisbury Green Social Club**

24. Sarisbury Green Social Club, as well as being a polling place, is a meeting point for the pigeon racers' National Flying Club which means polling day often coincides with pigeon racers' meetings and their cargo of racing pigeons. The Returning Officer has requested a review of this polling place so as to avoid these conflicting bookings.
25. At a distance of 0.5 miles away in the same ward is St Margaret Mary Church Hall on Middle Road, which is already used as a polling place and has ample space for a second polling station.
26. Relocating from the social club to the church hall would solve the meeting clash problem whilst economising by making the church hall a double polling station. There are pelican crossings for safe, pedestrian road crossing, there is sufficient parking in the vicinity and good public transport links to Middle Road making it accessible to the electorate.

## **Abbey Croft Nurseries**

27. The polling district of T11 contains limited suitable buildings to designate as a polling place and for some years, a portacabin has been installed in the Abbey Croft Nursery car park for each election at a cost of £1284.
28. There is no footpath along Segensworth Road which is a busy, commuter short-cut at rush-hour. The only pedestrian access is along a grass verge which is slippery and dangerous in wet weather. The car park surface is uneven making level positioning of the cabin challenging and disabled access difficult. There are often problems with the generator so the electricity supply is unreliable and has previously left voters and staff without lighting for several hours whilst awaiting a visit from the contractors.
29. In the same polling district is the Holiday Inn hotel which, for £500, offers modern function rooms, safe pedestrian and cycle routes, and ample parking. The hotel is keen to be a polling place, can accommodate our signage needs and will provide a desk in main reception to assist voters in finding the correct room to vote in.
30. All sites have been visited, evaluated for suitability and risk assessed by the Electoral Services Manager and Deputy Returning Officer.

## **OPTIONS FOR CONSIDERATION**

31. Further to the use of temporary polling stations for the EU Referendum and the Parliamentary General Election, a list of polling stations which may benefit from a permanent move has been identified and is shown in appendix A.

## **RISK ASSESSMENT**

32. 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.

## **CONCLUSION**

33. The Licensing and Regulatory Affairs Committee is asked to consider amending the polling place designations with effect from the May 2018 elections, as set out in Appendix A, subject to the full statutory polling district and polling place review being carried out, with full consultation, by 2020.

### **Background Papers:**

Complaints received from parents at Ranvilles Infant School and Harrison School

### **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)

Ward (district)	Usual polling place	Recommended polling place	For	Against
Fareham East (FE2)	Harrison Primary School	United Reformed Church	Tried and tested at EU Referendum 2016 and Parliamentary General Election 2017. Worked well. No complaints from electors. Allows school to remain open on polling days.	0.3 miles from school. No other negative attributes identified.
Fareham North (FN1)	The Miner's Arms	Funtley Social Club	Disabled access at Miner's Arms is difficult and regularly attracts complaints from a wheelchair user. Social club has much better disabled access in comparison.	0.1 miles from Miner's Arms. Electors are used to Miner's Arms as polling place. No other negative attributes identified.
Fareham North (FN2, FN3)	Uplands Primary School	Fareham Leisure Centre	Tried and tested at EU Referendum 2016 and Parliamentary General Election 2017. Worked well. No complaints from electors. Allows school to remain open on polling days.	0.4 miles from school. No other negative attributes identified.
Fareham West & Titchfield (FW4, FW5, TI3).	Ranvilles Infant School	St Philip Howard Church	Historically and to present day the most contentious and widely protested polling place in the borough. Close proximity of 4 schools and Community Centre on Oldbury Way would create dangerous congestion if community centre was used instead. Infant school and community centre both uncooperative. Relocation would demonstrate FBC's willingness to respond to electors wishes and allow school to remain open on	0.8 miles from school. Electors will need to cross Peak Lane (main road) although pelican crossing provides safe crossing point.

			polling day.	
Hill Head (HH1, HH2)	Crofton Hammond Infant School	Crofton Community Centre	Tried and tested at EU Referendum 2016 and Parliamentary General Election 2017. Worked well. No complaints from electors. Allows school to remain open on polling days.	0.5 miles from school. No other negative attributes identified.
Portchester West (PW1, PW2)	Northern Junior Community School	Northern Pre-School	Tried and tested at Parliamentary General Election 2017. Worked well. Situated on same site as school. No complaints from electors. Allows infant and junior schools to remain open on polling days. Permanent relocation already approved by Pre-School board of governors.	No negative attributes identified.
Portchester West (PW3)	Wicor Primary School	Portchester Community Centre	Tried and tested at EU Referendum 2016 and Parliamentary General Election 2017. Worked well. No complaints from electors. Allows school to remain open on polling days.	0.5 miles from school. No other negative attributes identified.
Titchfield (TI1)	Abbeycroft Nurseries	Holiday Inn	There is no foot path on Segensworth Road so there is no safe pedestrian access to Abbeycroft. Portacabin generator is noisy, often has power failures and the space is unpleasant in foul weather. Holiday Inn has safe pedestrian and vehicular access plus modern accommodation at a third the cost of the portacabin.	0.6 miles from Abbeycroft Nurseries. Electors are used to Abbeycroft as polling place. No other negative attributes identified.

# FAREHAM

## BOROUGH COUNCIL

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

**Date**                    **19 September 2017**

**Report of:**           **Head of Environmental Health**

**Subject:**             **LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK  
PROGRAMME 2017/18**

#### **SUMMARY**

At its meeting in June, the progress of the Work Programme for 2016/17 was considered by the Licensing and Regulatory Affairs Committee and a Work Programme for 2017/18 was agreed.

Members are now invited to note the actions from the last meeting and to agree the Work Programme for 2017/18.

#### **RECOMMENDATION**

It is recommended that the Committee:-

- (a) notes the progress on actions considered at the meeting of the Committee held on 13 June 2017, as shown in Appendix A to the report; and
- (b) agrees the Work Programme for 2017/18, attached as Appendix B to the report.

## **INTRODUCTION**

1. At the Committee meeting on 13 June 2017, the Committee reviewed and agreed the Work Programme for 2017/18.

## **MONITORING**

2. Details of progress on actions arising from matters considered at that meeting are shown in Appendix A for members' information.

## **WORK PROGRAMME FOR 2017/18**

3. The Work Programme for 2017/18 agreed at the last meeting is attached as Appendix B.

## **REVISIONS TO THE CURRENT WORK PROGRAMME 2017/18**

4. Members are asked to note the following amendments to the 2017/18 Work Programme:-
  - (i). as agreed at the meeting of the Committee held on 13 June 2017, the meeting scheduled to take place on 11 July 2017 was cancelled;
  - (ii). as agreed at the meeting of the Committee held on 13 June 2017, the addition of an agenda item entitled 'Taxi and Wheelchair Accessibility' to the Work Programme for the meeting scheduled to take place on 28 November 2017;
  - (iii). the deletion of the agenda item entitled 'Boundary Commission for England Review' from the meeting scheduled to take place on 19 September 2017;
  - (iv). the addition of an agenda item entitled 'Polling Place Review' to the Work Programme for the meeting scheduled to take place on 19 September 2017; and
  - (v). the deferment of the Actual Revenue Expenditure 2016/17 report from the meeting scheduled to take place on 19 September 2017 to the meeting on 23 January 2018.

## **RISK ASSESSMENT**

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

## **CONCLUSION**

6. The Committee is invited to:-
  - (i). note the progress on matters considered by the Committee at its last meeting, as shown in Appendix A; and
  - (ii). agree the Licensing and Regulatory Affairs Committee Work Programme for 2017/18, as set out in Appendix B.

**Background Papers:**

None

**Reference Papers:**

None

**Enquiries:**

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

## LICENSING AND REGULATORY AFFAIRS COMMITTEE

Licensing and Regulatory Affairs Committee – 12 September 2017

## Progress on Actions from last meeting

<b>Date of Meeting</b>	<b>13 June 2017</b>
Subject	<b>Responsibilities of the Licensing and Regulatory Affairs Committee</b>
Type of Item	Presentation
Action by Committee	<p>The Committee received a presentation from the Head of Environmental Health on the Roles, Functions and Responsibilities of the Licensing and Regulatory Affairs Committee. This covered health and safety, alcohol licensing, general licensing/registration, taxi licensing and the Safety Advisory Group.</p> <p>The committee also received a presentation from the Head of Democratic Services on the scope of the Elections Service. This included:-</p> <ul style="list-style-type: none"> <li>• the responsibility to ensure that all residents within the Borough who are eligible to vote in local government, Parliamentary or European Parliamentary elections and UK Referendums are registered to vote.</li> <li>• the organisation of all elections and referendums within the Borough on behalf of the appropriate Returning /Counting Officer; and</li> <li>• the undertaking of periodic reviews of boundary and electoral arrangements within the Borough.</li> </ul>
Outcome	<p>RESOLVED that:-</p> <p>(a) the Head of Democratic Services and the Electoral Services Manager be thanked for all the work that has been done in managing the May 2017 County elections and the June 2017 Parliamentary General Election; and</p> <p>(b) that the Head of Environmental Health and the Head of Democratic Services be thanked for their presentations.</p>
Link Officer	Ian Rickman
Subject	<b>Licensing and Regulatory Affairs Committee Work Programme</b>
Type of Item	Report
Action by	The Committee considered a report by the Head of Environmental Health on the Committee Work Programme for 2017/18



Committee	
Outcome	<p>RESOLVED that:-</p> <ul style="list-style-type: none"><li>(a) as there are no items of business for the meeting on 11 July 2017, the meeting will be cancelled;</li><li>(b) it be noted that Licensing training will be arranged and delivered on 19 September 2017 prior to the Committee meeting taking place;</li><li>(c) a further report on Taxis and Wheelchair Accessibility be added to the Work Programme for the meeting to be held on 28 November 2017;</li><li>(d) progress on actions arising from the meeting of the Committee held on 21 March 2017, as shown in Appendix A to the report, be noted; and</li><li>(e) subject to (a) and (c) above, the Work Programme for 2017/18, attached as Appendix B to the report, be confirmed.</li></ul>
Link Officer	Ian Rickman

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

<b><u>DATE</u></b>	<b><u>SUBJECT</u></b>	<b><u>TRAINING SESSION/WORKSHOP</u></b>
<b>13 June 2017</b>	Presentation on the Responsibilities of the Licensing and Regulatory Affairs Committee  Review of Work Programme 2017/18  Update on Taxis and Wheelchair Accessibility	
<b>11 July 2017</b>	MEETING CANCELLED	
<b>19 September 2017</b>	Setting of Taxi Tariff  Review of Work Programme 2017/18  Police Update – Jason Pearce  Polling Place Review	Training
<b>28 November 2017</b>	Review of Work Programme 2017/18  Taxi and Wheelchair Accessibility	
<b>23 January 2018</b>	Preliminary Review of Work Programme 2017/18 and Draft Work Programme 2018/19  Actual Revenue Expenditure 2016/17  Spending Plans 2018/19  Fees and Charges 2018/19	
<b>27 March 2018</b>	Update on Fareham & Gosport Environmental Health Partnership – Presentation  Final Review of Work Programme 2017/18 and Draft Work Programme 2018/19	