

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

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

**Date:** Tuesday, 29 March 2022

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

**Councillor** M J Ford, JP (Chairman)

**Councillor** T M Cartwright, MBE (Vice-Chairman)

**Councillors:** Mrs S M Bayford, T Davies, Mrs P Hayre, Mrs J Kelly,  
Ms S Pankhurst, R H Price, JP, Mrs K K Trott, Mrs S M Walker  
and Mrs K Mandry (deputising for I Bastable)

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors I J Bastable, Mrs P M Bryant and L Keeble.

**2. MINUTES**

**(1) Minutes of Licensing and Regulatory Affairs Committee**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 25 January 2022 be confirmed and signed as a correct record.

**(2) Minutes of meeting of Licensing Panel 01 February 2022**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 01 February 2022 be confirmed and signed as a correct record.

**(3) Minutes of meeting of Licensing Panel 15 February 2022**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 15 February 2022 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. UPDATE ON POLICE LICENSING MATTERS**

The Committee received an update from Sgt Pete Rackman and PC Neil Cotton from Hampshire Constabulary on local Police licensing matters.

The update provided information about the different geographical areas covered by the Licensing Team, the level of staffing available and an overview of the ethos of the team's collaborative approach in working with licenced premises to promote the licensing objectives.

The Committee heard that during the Pandemic, licensable activity was very limited, however the teams worked with Local Authority Licensing Teams to help with enforcement of restrictions imposed as a result of lockdowns. There is a strong indication that many premises are now back to pre-pandemic levels of business, although some of the smaller premises are finding this more difficult.

An issue that has received a lot of publicity recently is a reported increase in the dangers of spiking drinks. This is more prevalent in the larger night-time economies such as Portsmouth and Southampton but does also occur in some of the smaller towns. Many of the cases that have been investigated have been due to young people not knowing how to drink sensibly rather than spiking of drinks, but the Licensing Team is continuing to work hard to raise awareness of the issue and to give practical help and guidance on how people can keep themselves safe.

There has been an increase in violence and sexual assault across the County and a key challenge being faced by the police is the intent on causing harm to women & girls, particularly in light of recent high profile cases such as the deaths of Sarah Everard, Julia James, Bibaa Henry and Nicole Smallman. As with other issues, these types of offences are more prevalent in the larger night-time economies of the bigger towns and cities, but they are starting to be seen in more local areas. A number of visits have been made to licenced premises in Fareham to encourage them to sign up to use a toolkit that has been developed that can help to keep vulnerable people safe from this sort of offence.

Fareham's night-time economy is getting busier and licensed activities currently take place until 1am. There were 2 cases of GBH and 1 of violent rape reported in the last week. The Police Licensing Team carefully monitors the cases that are received each day so that they are aware of any licenced premises that have been involved and to identify any trends that are emerging with any particular premises.

The Committee was advised that Fareham has one of the most successful Pub Watch schemes in the county. Local issues are discussed by a committee of over 50 participants and all members of the scheme are kept informed. 6 licenced premises in the Gosport area have recently joined the scheme and the Police Licensing Team is aiming to expand on this so that the sharing of information and best practices can help to create and maintain a safe environment over a much wider area.

Local relations with HMS Collingwood continue to be very good. The Master at Arms gives guidance to new recruits on how to behave when out in the local area and any issues that the police report back to him are quickly dealt with. Local licenced premises also have a feedback system which enables them to report any issues direct to HMS Collingwood so that individuals can be held to account.

The Committee heard that there will be some challenges to face over the coming year with the celebrations for the Queen's Platinum Jubilee taking place over the summer and the World Cup in November. Planning for these events will take place early to ensure that links are made with partner agencies to help deal with any potential impact on the night-time economy.

Finally, the Police Licensing Officers reported that a Public Health scheme is being promoted across the area to encourage all licenced premises to purchase a defibrillator to keep on site for use in emergency situations. This will be discussed and promoted via the Pub-Watch scheme.

After having had the opportunity to ask questions or make comments for clarification, the Committee thanked the Police Licensing Officers for attending and providing their update.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the update.

## **7. LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW UPDATE**

The Committee received a presentation by the Head of Democratic Services which provided members with an update on the Local Government Boundary Review. A copy of the presentation is attached to these minutes as Appendix A.

The presentation outlined that the first part of the review has determined that Fareham should have a total of 32 Councillors representing 16 wards with 2 Councillors representing each of the wards. However, in order to even out current and projected variances in elector numbers, it will be necessary to change some of the ward boundaries.

The Head of Democratic Services advised that she had hoped that she would be in a position to present a proposed plan of the revised ward boundaries at this stage but, regrettably, this has not been possible. The Boundary Commission has agreed in principle to extend the consultation period for the review until July which will allow a few more weeks for the proposed plan to be prepared for members' consideration and comment at the meeting of the Committee in June.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the presentation.

## **8. FAREHAM & GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE**

Councillor Mrs S M Walker left the meeting at the start of this item.

The Committee received a presentation by the Head of Environmental Health which provided members with an update on the Fareham and Gosport Environmental Health Partnership. A copy of the presentation is attached to these minutes as Appendix B.

The presentation outlined the Partnership management arrangements, the scope of the services provided, the current employee structure, comparable statistics & financial information and an update on current issues.

RESOLVED that the Licensing and Regulatory Affairs Committee notes the content of the presentation.

## **9. FINAL REVIEW OF WORK PROGRAMME 2021/22 AND DRAFT WORK PROGRAMME 2022/23**

The Committee considered a report by the Head of Environmental Health which provided members with the opportunity to carry out a further review of

the Work Programme for the current municipal year and finalise a proposed, draft Work Programme for the 2022/23 municipal year.

In discussing the draft Work Programme for the 2022/23 municipal year, it was requested by members that the update on Police Licensing matters scheduled for the meeting in March 2023 have a greater focus on the Fareham area rather than the larger surrounding towns and cities.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 25 January 2022, attached as Appendix A to the report;
- (b) reviewed the Work Programme for the 2021/22 municipal year, attached as Appendix B to the report;
- (c) approves the proposed draft Work Programme for 2022/23, attached as Appendix C to the report; and
- (d) agrees to submit the proposed draft Work Programme for 2022/23 to Council for approval.

(The meeting started at 6.00 pm  
and ended at 7.55 pm).



# Local Government Boundary Review

## Part Two – Warding Arrangements

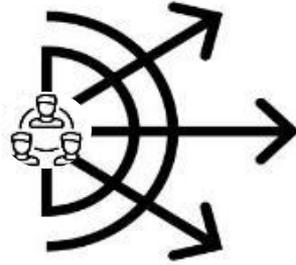
29 March 2022

# Review Process

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Part 1:  
Councillor Numbers



Part 2:  
Warding Arrangements

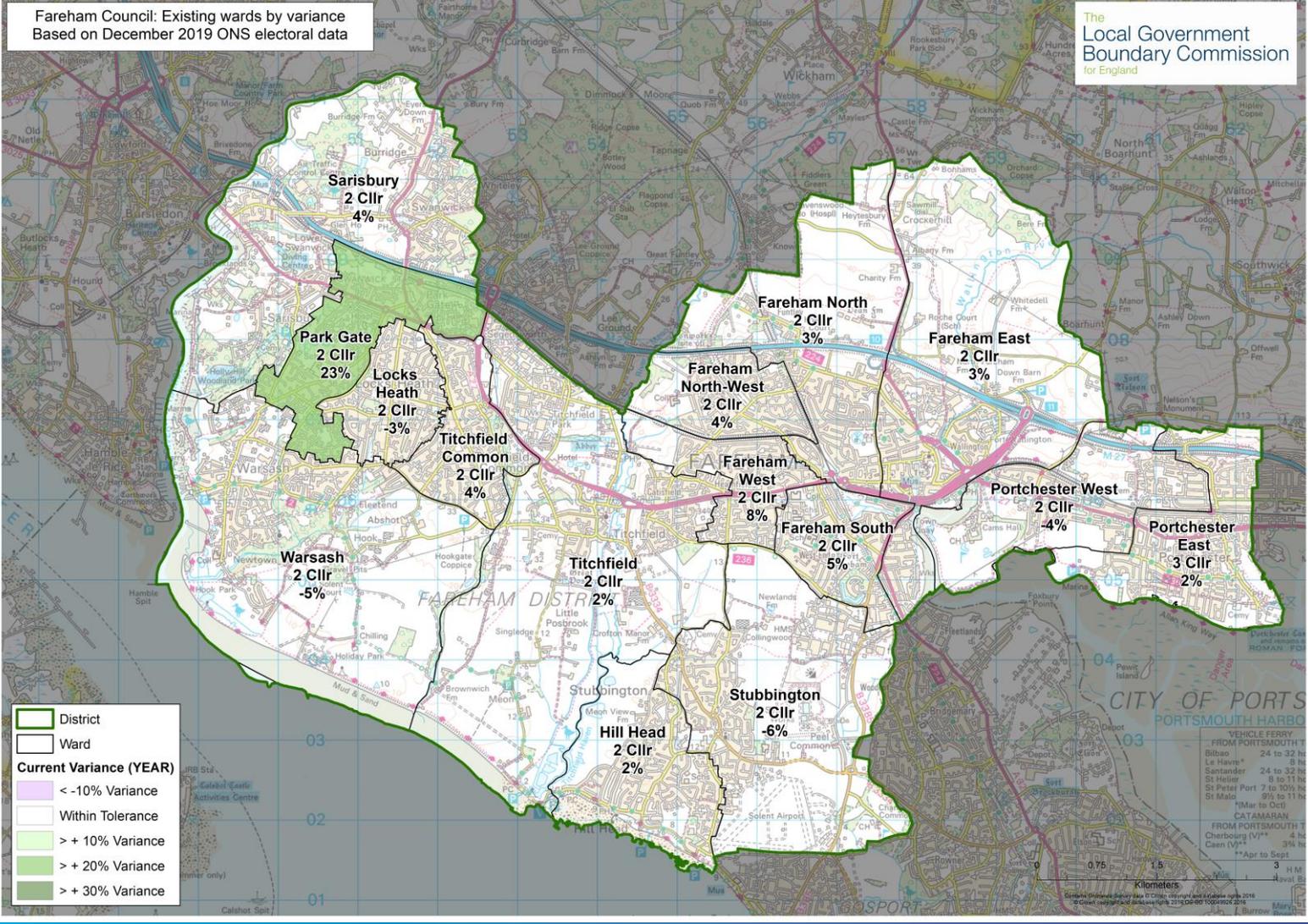
# What does the electoral review determine?

1. Total number of councillors  
32
2. Total number of wards  
16
3. Number of councillors elected to each ward  
2
4. Ward boundaries?
5. Names of each ward?

# Part 2 Requirements

## A good pattern of wards should:

- Provide **good electoral equality**, with each councillor representing a similar number of voters.
- Reflect **community interests and identities** and include evidence of community links.
- Be based on strong, **easily identifiable boundaries**.
- Help the council deliver **effective and convenient local government**.



**Legend**

- District
- Ward

**Current Variance (YEAR)**

- < -10% Variance
- Within Tolerance
- > + 10% Variance
- > + 20% Variance
- > + 30% Variance

# FBC considerations

- Park Gate currently +23% variance
- Portchester East changes from 3 to 2 councillors
- Additional ward to be created
- Fix the FW polling districts 5,6 and 7 caused by previous County boundary review

# Where to start?

Determine electoral variances by Councillor

Recommended Council Size = 32 Cllrs

Current Electorate = 89,046

Total Electorate Forecast = 97,790

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	2021	2027
10% fewer electors	2,584	2,750
Perfect Electoral equality per Cllr	2,872	3,056
10% more electors	3,159	3,361

# Target electorate per ward

Determine electoral variances by ward

Total Electorate Forecast = 97,790

Recommended no. wards = 16

Average elector per ward = 6,112

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	Based on forecast electorate
10% fewer electors	5,500
Perfect Electoral equality per ward	6,112
10% more electors	6,723

# Target v new ward forecast

	Per ward
10% fewer	5,500
Perfect no.	6,112
10% more	6,723

Name of ward	number of clrs per ward	Electorate 2021	Variance 2021	Electorate 2027	Variance 2027
Fareham East	2	5,863	-1%	6,314	0%
Fareham North	2	5,534	-7%	7,635	21%
Fareham South	2	5,454	-8%	5,782	-8%
Fareham West	2	5,347	-10%	5,636	-11%
Fareham North West	2	5,565	-6%	5,825	-8%
Hill Head	2	5,806	-2%	6,163	-2%
Locks Heath	2	5,531	-7%	5,985	-5%
Portchester East	2	8,721	47%	9,323	48%
Park Gate	2	6,968	17%	7,511	19%
Portchester West	2	5,570	-6%	5,872	-7%
Sarisbury	2	5,987	1%	6,314	0%
Stubbington	2	5,399	-9%	5,730	-9%
Titchfield Common	2	5,954	0%	6,303	0%
Titchfield	2	5,760	-3%	6,133	-3%
Warsash	2	5,587	-6%	7,264	15%

# Changing ward boundaries

Start in the west...PG

Look at the east... PE

What gets squeezed in the middle? FN FE etc

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[Electorate Numbers](#)

[Add Local Plan Development Sites](#)

[Polling Districts GIS \(fareham.gov.uk\)](http://fareham.gov.uk)

# Member involvement

- Informal briefing with Group Leaders
- Briefing with LRA Chairman
- MWG (SW, TD, MF, PB, KT) input via regular updates
- LRA committee (scheduled 29 March)
- FBC submission doesn't legally need to be approved by Council

# Review Timeline



# Final notes

- Concurrent Parliamentary Boundary Review!
  - Coterminous County division boundaries
- Submission must include reasoning – this cannot relate to local political preference

Any Questions?

# Fareham & Gosport Environmental Health Partnership Update 29 March 2022

# Presentation Plan

1. Management arrangements and Scope
2. Current Employee structure
3. Statistics & Financial information
4. Current issues update

# EH Partnership Management

- Agreement sets out Scope\*
- Head of EH – day to day management
- Partnership Panel – One Director & One elected member each Council & Head of EH (Finance/Legal as necessary)
- Councillors Raffaelli, Cartwright & Lindsey Ansell & Debbie Gore
- Panel to meet twice a year

# Scope

- Licensing
- Private Sector Housing
- Disabled Facilities Grants
- Environmental Protection
- Health & Safety
- Food Safety
- Animal Welfare
- Corporate H&S
- Dog Control
- Pest Control
- Open Markets
- 24/7 OOH Service EH
- 10pm OOH dogs service

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- Air Quality
- Contaminated Land

The following for Fareham only:-

- Community Safety and Safeguarding/Prevent
- Safety Advisory Group
- Car Parking
- Enforcement
- General duty out of hours
- Emergency Planning

# Statistics

	2018/2019		2019/2020		2020/2021	
	Fareham	Gosport	Fareham	Gosport	Fareham	Gosport
<b>Planning Apps</b>	265	180	221	137	229	147
<b>Food Hygiene Complaints</b>	241	88	199	106	255	110
<b>Food Complaint</b>	12	23	17	23	32	38
<b>Private Sector Housing</b>	85	176	66	181	74	124
<b>HMO</b>	19	11	29	15	10	26
<b>Domestic Noise</b>	928	921	853	902	1233	1197
<b>Pest Control</b>	581	394	512	486	431	410
<b>Out of Hours Visits</b>	124	167	127	120	127	132
<b>Current Numbers</b>	<b>Fareham</b>	<b>Gosport</b>			<b>2021/2022</b>	
					Fareham	Gosport
					Planning Apps	152 101
<b>Food Premises Ratings</b>	874	670			Food Hygiene Complaints	168 104
<b>Licensed Premises</b>	254	261			Food Complaint	22 26
<b>Taxis &amp; PH Vehicles</b>	243	122			Private Sector Housing	68 143
<b>Taxi &amp; PH Drivers</b>	289	148			HMO	51 43
					Domestic Noise	901 922
					Pest Control	419 380
					Out of Hours visits	68 113

# Statistics

## Service Requests Overall

- 2018/2019 F 2600 G 2350
- 2020/2021 F 3120 G 2980
- 2021/2022 F 2360 G 2390

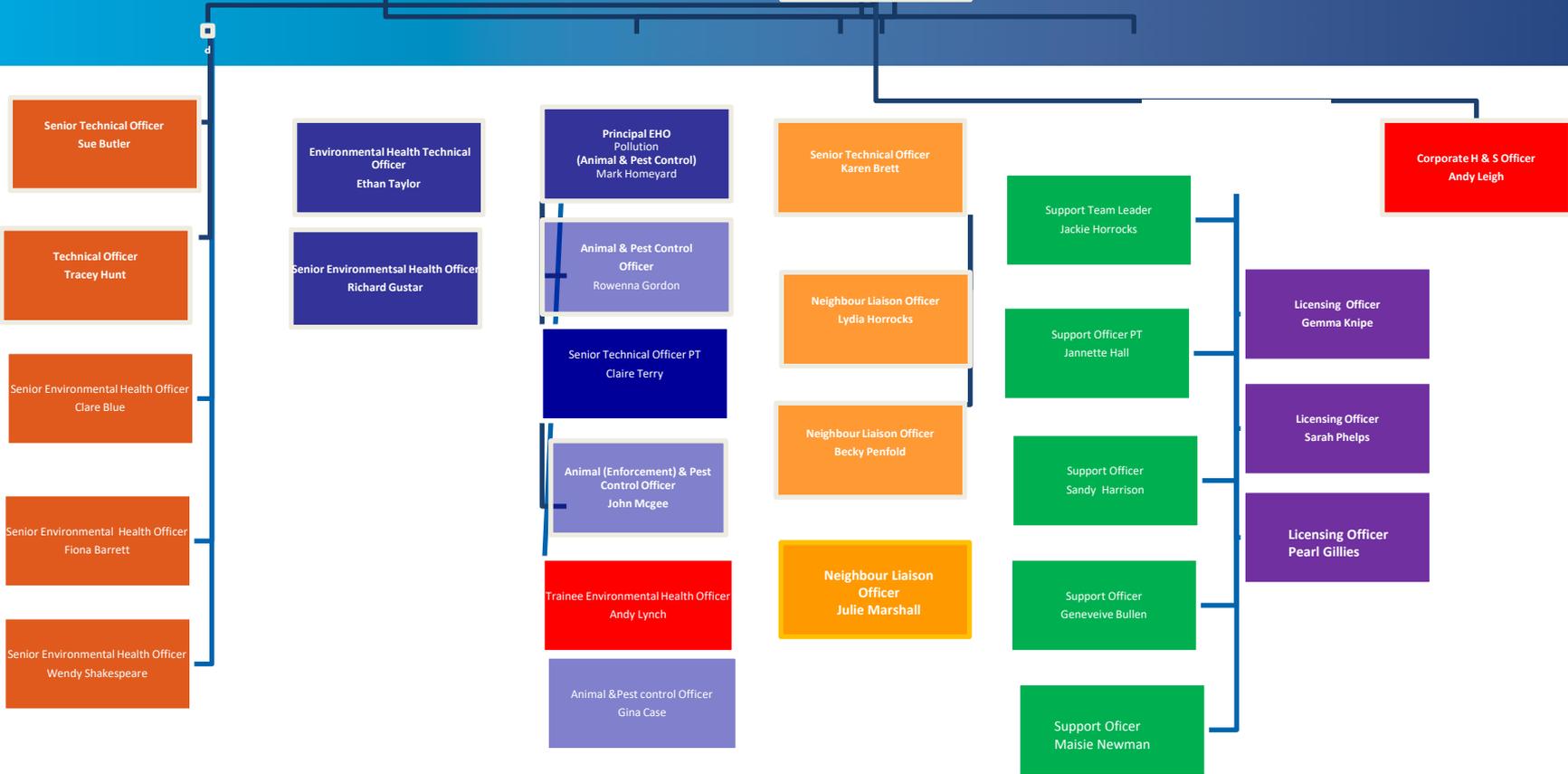
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## Licensing

Premises Licenses	F 260	G 250
Taxi Drivers	F 296	G 149
Taxi Vehicle	F 265	G 123

# October 2021 Structure

Head of Environmental Health  
FBC/GBC  
Ian Rickman



<b>Food Safety team</b> 4.6 FTE	<b>Pollution &amp; Private Sector Housing Neighbour Liaison</b> 7.7 FTE	<b>Pest Control &amp; Dog Control</b> 3 FTE	<b>Support &amp; Taxi Licensing</b> 4.4 FTE	<b>Licensing</b> 2.7 FTE
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# Financial Information 21/22

	Base Estimate 2021/22	Revised Estimate 2021/22	Revised Estimate 2021/22	Actual 2021/22	Variance 2021/22
<b>Expenditure</b>					
Employees	1,139,600	1,179,000	884,250	871,733	12,517
Premises	2,800	5,000	3,750	2,865	885
Transport	37,600	40,600	30,450	24,666	5,784
Supplies and Services	149,600	107,500	80,625	27,497	53,128
Third Party Payments	8,600	10,100	7,575	0	7,575
Internal Recharges	179,300	183,300	137,475	0	137,475
Capital	3,800	3,800	2,850	0	2,850
Other Grants	0	0	0	0	0
Training	0	0	0	0	0
	<b>1,521,300</b>	<b>1,529,300</b>	<b>1,146,975</b>	<b>926,761</b>	<b>220,214</b>
<b>Charges</b>					
SLA Charges to FBC	850,300	856,300	499,538	463,381	
SLA Charges to GBC	671,000	673,000	499,538	463,381	
	<b>1,521,300</b>	<b>1,529,300</b>	<b>147,900</b>	<b>0</b>	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Summary of financial year 2021/22	
<b>Expenditure</b>	This excludes internal recharges which are 100% attributable to Fareham, and will be charged at the end of the financial year.
<b>Employee</b>	Partnership employee expenditure of £871,733 is underspent by £12,517. This is due to the delayed recruitment of the Food Safety Officer.
<b>Premises</b>	Partnership premises expenditure of £2,865 is underspent £885, this is due to small underspends in electricity expenditure.
<b>Transport</b>	This area is underspent by £5,784, this is due to an accumulation of small underspends.
<b>Supplies &amp; Services</b>	This budget area is underspent by £53,128, this is due to current underspends in areas such as materials, training, ICT licenses and health and safety expenditure. The underspend in training relates to a career graded post and some areas such as ICT licenses will be fully spent in Q4
<b>Third Party Payments</b>	This charge is in relation to legal charges of which have not yet been processed
<b>Internal Recharges</b>	Internal Recharges will be charged to FBC at the end of the financial year.

# Financial Information

## Year on year financial performance

	2021	2020	2019	2018	2017
FBC	£793,885	£816,014	£813,518	£793,054	£950,514
GBC	£619,094	£641,939	£616,629	£745,852	£677,837
<b>Total</b>	<b>£1,412,979</b>	<b>£1,457,954</b>	<b>£1,430,148</b>	<b>£1,538,906</b>	<b>£1,628,350</b>

# Current Issues

- **Vacant post Senior EHO Pollution & Housing**

**Couldn't recruit, created training opportunity, better long term solution, knowledge gap short term**

- **Vacant Post Health & Safety Advisor**

**Post filled and vacated shortly after, just been refilled**

- **Food Inspections – backlog from Covid lockdowns etc**

**Will meet Food Standards Agency expectation for high risk premises**

- **OOH EH – New call handler being procured**

**Only one tenderer we could afford, new service has teething problems**

- **Dogs OOH – still under review**

**Service has not been reinstated, doesn't appear necessary (facebook etc)**

# Current Issues cont....

- **Continued pressure for savings**

**Delivered savings year on year for 11 years, its getting much more difficult now, Partnership has delivered a revenue saving close 1m per year compared to pre partnership costs**

- **Normalising new ways of working (Covid lessons)**

**Last 2 years services continued to be delivered, EH is mostly site based we worked flexibly before covid, some positives to take forward e.g. Microsoft TEAMS, reduced taxi inspections, one support tel number published for EH support team**

- **All sections really busy**

**This year seems better than last, but we are finding that customers have less patience and higher expectations**

- **Agreement to be renewed**

**Has been to Executive / P&O Board and is now sealed**

