

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

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

**Date:** Tuesday, 18 June 2019

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Councillor M J Ford, JP (Chairman)

Councillor T M Cartwright, MBE (Vice-Chairman)

Councillors: I Bastable, Mrs S M Bayford, Miss S M Bell, Mrs P M Bryant,  
T Davies, Mrs C Heneghan, Ms S Pankhurst and R H Price, JP

**Also  
Present:**



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors F W Birkett, J Forrest, L Keeble and Mrs K Mandry.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 09 May 2019 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that Members have been invited to attend a one-day Licensing training course to be held at Eastleigh Borough Council on Friday 19 July 2019 from 9.30am until 4pm. Lunch and refreshments will be provided, and the training will be delivered by the eminent Licensing solicitor, James Button.

This is an excellent opportunity for Fareham to benefit from a split cost with Eastleigh and Southampton Councils by having access to one of the best training providers available and all Members were strongly urged to attend.

**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. DRAFT POLLING DISTRICTS AND POLLING PLACES REVIEWS**

The Panel considered a report by the Head of Democratic Services which provided the Licensing and Regulatory Affairs Committee with a review of Polling Districts and Polling Places.

The Head of Democratic Services advised Members of amendments to Pages 32 and 38 of the report in order to illustrate that property 2a The Hillway falls within the boundary of Polling District PE1 and not Polling District PW1.

In discussing the use of Portchester Community Centre at the last round of local elections, Members raised concern that the relocation of the PW3 polling district from Wicor Primary School to Portchester Community Centre resulted in confusion for electors which could have been better managed at the site. Members also raised concerns that other community groups using the Community Centre on polling day presented issues that need to be addressed. The Head of Democratic Services reassured Members that discussions are taking place with the Community Centre to ensure that a solution is found to address the issues raised.

In discussing the issues raised by one of the ward councillors for the PG2 polling district, it was agreed that data analysis carried out to assess the impact of the increasing population in Park Gate on voter turn-out would be brought to the next meeting for Members information.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) considered the proposals set out in the report; and
- (b) subject to the amendments to pages 32 and 38 outlined above, the draft scheme, as attached as Appendix B to the report, be approved for consultation.

#### **7. NATIONAL REGISTER OF TAXI LICENCE REVOCATIONS AND REFUSALS**

The Committee considered a report by the Head of Environmental Health which provides details of the introduction of a national register of taxi licence revocations and refusals.

RESOLVED that the Licensing and Regulatory Affairs Committee agrees to:

- (a) the introduction of the National Register of Taxi Licence Revocations and Refusals (NR3) into the Licensing process; and
- (b) the amendment of the Private Hire and Hackney Carriage Handbook and application forms to reflect the change.

#### **8. ADOPTION OF INSTITUTE OF LICENSING GUIDANCE ON DETERMINING THE SUITABILITY OF APPLICANTS AND LICENSEES IN THE HACKNEY AND PRIVATE HIRE TRADES**

The Committee considered a report by the Head of Environmental Health which informed Members of the newly published guidance by the Institute of Licensing on determining the suitability of Applicants and Licensees in the Hackney and Private Hire Trades.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) approves the adoption of the Guidance published by the Institute of Licensing to replace the Council's current guidance on convictions included in the Hackney Carriage/Private Hire Licensing Conditions and Procedure Handbook; and
- (b) agrees that the handbook is amended to reflect this change.

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

The Committee considered a report by the Head of Environmental Health which reviews the Licensing and Regulatory Affairs Committee's Work Programme for 2019/20.

On reviewing the Work Programme for 2019/20, it was noted that annual licensing training will not be required in September if Members attend the joint training session being held at Eastleigh Borough Council in July.

In view of the limited number of items for the agenda, it was agreed that consideration would be given to the cancellation of the meeting scheduled to take place on 30 July 2019.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) notes the progress on actions arising from the meeting of the Committee held on 26 March 2019, as shown in Appendix A to the report;
- (b) agrees that if the training course being held at Eastleigh Borough Council on 19 July 2019 is attended by Members, the training scheduled for September be removed from the Work Programme;
- (c) agrees that consideration be given to the cancellation of the meeting scheduled to take place in July; and
- (d) subject to (b) and (c) above, agrees the updated Work Programme for 2019/20, as attached as Appendix B to the report.

(The meeting started at 6.00 pm  
and ended at 6.36 pm).