

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Licensing and Regulatory Affairs Committee

(to be confirmed at the next meeting)

**Date:** Tuesday, 30 January 2024

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Mrs P M Bryant (Chairman)

**Councillor** Ms F Burgess (Vice-Chairman)

**Councillors:** I Bastable, Mrs S M Bayford, S Dugan, N R Gregory,  
D J Hamilton, Mrs P Hayre, S Ingram, Ms S Pankhurst,  
Mrs K K Trott and Mrs S M Walker

**Also  
Present:**



## **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **2. MINUTES**

### **(1) Minutes of the meeting of the Licensing & Regulatory Affairs Committee**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 05 October 2023 be confirmed and signed as a correct record.

### **(2) Minutes of meeting Wednesday, 11 October 2023 of Licensing Panel**

RESOLVED that the minutes of the Licensing Panel held on 11 October 2023 be confirmed and signed as a correct record.

### **(3) Minutes of meeting Tuesday, 7 November 2023 of Licensing Panel**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 07 November 2023 be confirmed and signed as a correct record.

### **(4) Minutes of meeting Tuesday, 5 December 2023 of Licensing Panel**

RESOLVED that the minutes of the meeting of the Licensing Panel held on 05 December 2023 be confirmed and signed as a correct record.

## **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that her thanks be put on record to Ian Rickman and the Licensing Team which have delivered significant cost savings over the years through the Fareham and Gosport Environmental Health Partnership. They are a small team, dedicated to the work that they do and are always very helpful.

## **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. ACTUAL REVENUE EXPENDITURE 2022/23**

The Committee considered a report by the Assistant Chief Executive Officer which provided details of actual revenue expenditure for 2022/23 in respect of the services for which the committee is responsible.

The variation in the hackney carriage and private hire vehicles budget was noted. Officers explained that this budget can be hard to predict as it is dependent on taxi drivers deciding whether to apply for 1, 3 or 5 year licences which carry different levels of fees.

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

## **7. SPENDING PLANS 2024/25**

The Committee considered a report by the Assistant Chief Executive Officer which sets out the Committee's spending plans for 2024/25.

In considering this item, a query was raised regarding the inclusion of costs involved in the next general election as it is known that this must take place in the 2024/25 financial year. Officers confirmed that these costs will be taken into account in the 2024/25 Revised Budget review.

A correction at paragraph 17 of the report was noted in that the decrease in the Licensing budget is partly attributable due to a decrease in partnership costs and not an increase (as stated).

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the revised budget for 2023/24 as set out in the report;
- (b) agrees the base budgets for 2024/25, as set out in the report; and
- (c) recommends the budget to full Council for approval.

## **8. FEES AND CHARGES 2024/25**

The Committee considered a report by the Assistant Chief Executive Officer which sets out the proposed level of Fees and Charges for the Committee's services for 2024/25.

During the discussion on this item it was noted that the discretionary Hackney Carriage and Private Hire Licence fees are low in comparison to some of the other local councils and that in addition, no increase has been suggested for this year. Officers explained that first and foremost, the Council cannot make a profit out of taxi licensing. In addition, there is disparity in what the different local Council's include in their fee. For example, Fareham makes separate charges for other elements of the licencing process whilst some other Council's charge an inclusive fee.

RESOLVED that the Licensing and Regulatory Affairs Committee:

- (a) agrees the Fees and Charges for 2024/25 as set out in the report; and
- (b) recommends the Fees and Charges to full Council for approval.

**9. PRELIMINARY REVIEW OF LICENSING AND REGULATORY AFFAIRS COMMITTEE PROGRAMME 2023/24 AND DRAFT WORK PROGRAMME 2024/25**

The Committee considered a report by the Head of Environmental Health which invited members to carry out a preliminary review of the Committee's Work Programme for 2023/24 and a review of the draft Work Programme for 2024/25.

It was noted that, following the all-out local elections in May, it is likely that there will be new members on the Committee in the new municipal year. It will therefore be necessary to ensure training is organised. The Chairman took the opportunity to remind members of the importance of all members of the committee attending licensing training every year so that they are able to sit on Licensing Panels when called upon to do so.

It was suggested that the item scheduled for the meeting on 12 March 2024 should be entitled 'Statutory Review of Local and Parliamentary Polling Districts and Polling Places' so that members were also updated on any final changes to the local election arrangements. The Chairman advised that she felt that there would be sufficient time to do a full round up at the March meeting, but that, for the time being, the title of the item be left unchanged.

RESOLVED that the Licensing and Regulatory Affairs Committee;

- (a) notes the progress on actions arising from the meeting of the Committee held on 05 October 2023, as attached at Appendix A to the report;
- (b) reviewed the Work Programme 2023/24, as attached at Appendix B to the report; and
- (c) gave initial consideration to the draft Work Programme 2024/25 as attached at Appendix C to the report.

(The meeting started at 6.00 pm  
and ended at 6.35 pm).

..... Chairman

..... Date