



*Castle House
Great North Road
Newark
NG24 1BY*

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Wednesday, 29 August 2018

**Chairman: Councillor Mrs R Crowe
Vice-Chairman: Councillor I Walker**

Members of the Committee:

**Councillor Mrs K Arnold
Councillor Mrs B Brooks
Councillor Mrs I Brown
Councillor D Clarke
Councillor M Cope
Councillor P Duncan
Councillor Mrs S Michael**

**Councillor D Payne
Councillor Mrs S Saddington
Councillor Mrs S Soar
Councillor Mrs L Tift
Councillor B Wells
Councillor Mrs Y Woodhead**

MEETING: General Purposes Committee

DATE: Thursday, 6 September 2018 at 6.00 pm

**VENUE: Castle House, Great North Road, Newark,
Notts. NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on helen.brandham@newark-sherwooddc.gov.uk.

AGENDA

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To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, Notts. NG24 1BY on Thursday, 14 June 2018 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)
Councillor I Walker (Vice-Chairman)

Councillor Mrs B Brooks, Councillor Mrs I Brown, Councillor D Clarke, Councillor M Cope, Councillor P Duncan, Councillor Mrs S Michael, Councillor D Payne, Councillor Mrs S Saddington, Councillor B Wells and Councillor Mrs Y Woodhead

APOLOGIES FOR ABSENCE: Councillor Mrs K Arnold, Councillor Mrs S Soar and Councillor Mrs L Tift

1 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

2 DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that an audio recording was to be made of the meeting by the Council.

3 MINUTES OF THE PREVIOUS MEETING

AGREED (unanimously) that the Minutes of the meeting held on 15 March 2018 be approved as a correct record and signed by the Chairman.

4 HACKNEY CARRIAGE FARE REVIEW

The Committee considered the report presented by the Business Manager Environmental Health & Licensing which sought Member consideration for the approach to undertake a review of Hackney Carriage fares.

The current Hackney Carriage Fares for Newark and Sherwood were tabled at the meeting.

The report set out the background information as to how the District Council fixed the fares applicable to Hackney Carriages, which included the current fare charging policy. The last review of fares was undertaken in 2012 where a decision was taken that no change to the fares was required.

The report sought Member consideration on whether the fares should be set so as to favour short or long journeys. This could be achieved by changing the balance between the flag drop and the tariff for distance. Members were also asked whether they would like to see any change to the multiplier used to calculate the rates for evenings, Sundays and public holidays. A table was included within the report which illustrated the effect that the multiplier had on the T2 tariff.

The report proposed to undertake informal consultation with a range of taxi companies and individual drivers to ascertain their opinions on how the fares were currently calculated and the impact of the tariff 2 and 3 multiplier. On completion of those informal consultations it was proposed to distil the findings down to a small number of fare review options and then to undertake a ballot of all drivers as to which method they would like to see introduced.

The Chairman requested that the night time rate should be reviewed carefully as the night time economy for businesses was crucial. Clarification was also sought as to whether a notice of the tariffs was displayed in the vehicle. The Business Manager confirmed that would be addressed and if the notice was not displayed then it would be included in the recommendation as an action.

AGREED (unanimously) that:

- (a) the details relating to the fare reviews of Hackney Carriage fares be noted;
- (b) the proposals for carrying out the fare review be supported; and
- (c) the Business Manager check whether the Hackney Carriage displays a notice of the tariffs and if not that be included as an action.

5 REVIEW OF STATEMENT OF GAMBLING POLICY

The Committee considered the report presented by the Business Manager Environmental Health & Licensing which sought the Committee's approval to revise the Council's Statement of Gambling Policy and to begin the consultation process.

The report set out the responsibilities of the Council, as Licensing Authority, under the Gambling Act 2005. The Act required the policy to be reviewed every five years. The current policy was adopted in January 2013 and therefore needed to be reviewed before January 2019.

It was reported that in order to achieve a level of consistency across the County the Nottinghamshire Authorities had been working together on a joint format for the Statement. Members were informed that the Councils across the County were different and therefore it was not possible to have identical documents, however, wherever possible attempts had been made to apply consistent phraseology.

It was proposed to undertake an extensive consultation exercise by directing organisations to the Council's website where a copy of the draft Policy would be posted. Printed copies would be available on request. It was also proposed that the consultation period would last for ten weeks.

Members raised concern that the changes to the Gambling Policy may force people onto the internet gambling sites, which were out of the Local Authority's control. The Chairman commented that she was attending the Nottingham Licensing Chairman's meeting and she would ask the representative from the Gambling Commission if she would attend a future meeting of the Committee to provide information relating to this issue.

A Member also requested that the Nottingham and Derby Law Society to be added to the list of consultees within the Statement of Gambling Policy.

AGREED (unanimously) that the requirement that the Gambling Policy be reviewed.

6 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Business Manager Environmental Health & Licensing in relation to the activity and performance of the Licensing Team with details of the current ongoing enforcement issues.

The report covered the period from 1 January to 31 March 2018 inclusive and set out the range and number of licence applications during this period. It also highlighted any activity required as a result of the applications.

Information contained in the report relating to the number of applications for grants and renewals of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles.

Also provided within the report was information relating to both street and house to house collections. Enforcement activity was also listed with information as to what action had been taken to-date for the period 1 January to 31 March 2018.

Members commented on a local fund raising event that was taking place at the Newark Festival and whilst they supported this event, they raised concerns as to whether the correct procedure was being adhered to. The Business Manager confirmed that a charity collection for a specific cause was taking place at the Newark Festival and collection buckets would be available in side the gates of the Festival. It was confirmed that as that was on Council land no licence was required for that fund raising event. It was further clarified that if the collection buckets were placed outside of the gates then a licence would be required. Members also commented that the fund raising would also continue in the Public Houses within Newark. The Business Manager confirmed that each Licensee would need to seek permission for that collection to take place. The Chairman suggested that the Business Manager Environmental Health & Licensing should contact the Clerk to Newark Town Council and the Charity organiser to provide advice regarding the correct procedure for street collections.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the Business Manager - Environmental Health & Licensing contact Newark Town Council and the charity organiser to confirm where the collection would take place at the Newark Festival and that correct procedures are followed should any collections be undertaken in public houses.

7 EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of part 1 of Schedule 12A of the Act.

8 MINUTES OF HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS SUB-COMMITTEE

NOTED: the Exempt Minutes of the Hackney Carriage & Private Hire Drivers Sub-Committee held on 1 May 2018 at 10am.

9 MINUTES OF HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS SUB-COMMITTEE

NOTED: the Exempt Minutes of the Hackney Carriage & Private Hire Drivers Sub-Committee held on 1 May 2018 at 11.10am.

Meeting closed at 6.37 pm.

Chairman

GENERAL PURPOSES COMMITTEE

6 SEPTEMBER 2018

REVIEW OF POLLING STATIONS

1.0 Purpose of Report

- 1.1 To seek approval for the change of two polling places in the Trent Ward and Castle Ward.
- 1.2 The current polling place in the Trent Ward is at Kelham Hall, Kelham, the proposed change being Manners Sutton Primary School.
- 1.3 The current polling place in the Castle Ward is Christ Church Infants School, Newark, the proposed change being Holy Trinity Community Centre, Boundary Road, Newark.

2.0 Background Information

2.1 Trent Ward

- 2.1.2 Following the move of Newark & Sherwood District Council from Kelham Hall to Castle House, we are reviewing the current arrangements for a polling place at The Dome Entrance, Kelham Hall. In recent elections we have had issues with the booking of this venue and given that it is no longer in the ownership of the District Council, we are proposing that voters in the Parish of Averham, Kelham & Staythorpe – Kelham Ward use Manners Sutton Primary School, Newark Road, Averham, for all future elections.

2.3 Castle Ward

- 2.3.1 Following issues raised by School Governors regarding the closure of Christ Church Infant School, Victoria Street, Newark on polling days and some suggestions for alternative venues which were received from a District Councillor, we are reviewing the current arrangements for polling district: CB in the Castle Ward.
- 2.3.2 The suggestions received for alternative venues, were as follows: -
- Holy Trinity Community Centre, Boundary Road;
 - Newark Evangelical Church, Victoria Street;
 - Spring House Public House, Farndon Road;
 - Millgate Community Centre, Pelham Street, Newark
- 2.3.3 We made site visits to Holy Trinity Community Centre, Spring House Public House and Millgate Community Centre, but did not receive a reply to contact made with Newark Evangelical Church.
- 2.3.4 Holy Trinity Community Centre, Boundary Road, Newark has a large car park, two rooms that are both suitable for a polling venue and sufficient amenities. The centre is also geographically central for the whole of the polling district.
- 2.3.5 Spring House Public House, whilst the location and car park was acceptable, disability access and privacy element of using the room available to us was not sufficient.

- 2.3.6 Millgate Community Centre, Pelham Street, Newark, whilst it is acceptable, the location does not cater for the whole of the polling district. There are no car parking provision apart from two spaces to the rear of the Centre, which required car parking permits and would need to be used by the Presiding Officer and Poll Clerk. Parking on Pelham Street is restricted to permit holders only. There is limited road side parking on Mill Gate.
- 2.3.7 We are proposing that voters in polling district: CB in the Castle Ward use the Holy Trinity Community Centre, Boundary Road, Newark for all future elections.

3.0 Representations

3.1 Trent Ward

- 3.1.1 Representations were sought on the proposed new polling place with local Members and the Clerk to Averham, Kelham & Staythorpe Parish Council. County Councillor Mrs Susan E. Saddington was also consulted who raised concern as follows: "for residents to go to Manners Sutton Primary School insomuch as not everyone in Kelham is able to drive and to walk to Averham is very dangerous along the A617. If you were to move to this site, then I would ask that you inform all the residents in Kelham in good time of an election, encouraging residents to register for a postal vote if they envisage difficulties in accessing the school in Averham". The local Member of Parliament was also contacted but no representations were received.

3.2 Castle Ward

- 3.2.1 Representations were sought on the proposed new polling place with local Members and the Clerk to Newark Town Council. County Councillor Keith Girling was also consulted and commented as follows: "I do not think either polling place are suitable and suggest Pelham Street Community Centre, as it is not far from the original polling place, we own it, the people who run it would be happy of the revenue and it's in the centre of Castle Ward". The local Member of Parliament was also contacted but no representations were received.

4.0 RECOMMENDATIONS that:

- (a) **Manners Sutton Primary School, Newark Road, Averham be used as a polling place to replace the Dome Entrance, Kelham Hall, Kelham; and**
- (b) **Holy Trinity Community Centre, Boundary Road, Newark be used as a polling place to replace Christ Church Infant School, Victoria Street, Newark.**

Background Papers

Nil

For further information please contact Nigel Hill on Ext 5243

J. Robinson
Returning Officer

GENERAL PURPOSES COMMITTEE

6 SEPTEMBER 2018

AMENDMENT TO HACKNEY CARRIAGE AND PRIVATE HIRE POLICY

1.0 Purpose of Report

1.1 For Members to consider an amendment to the Hackney Carriage and Private Hire Policy relating to the requirement to undertake safeguarding training.

2.0 Introduction

2.1 In June 2015 the General Purposes Committee considered a report on the issue of child sexual exploitation in Rotherham and the links to taxi drivers. Members agreed to amend the Hackney Carriage and Private Hire Policy to require all drivers to undertake safeguarding awareness training within 12 months of obtaining their licence.

2.2 The training has been well received by the majority of the drivers and has proved a very successful initiative.

2.3 The default period for the duration of a licence is three years (although lesser periods have been granted in exceptional circumstances) which means that a driver can be a third of the way through their licence period before undertaking their training and in the cases where shorter licences are issued the problem is exacerbated.

2.4 Discussions with other authorities in Nottinghamshire has indicated that most authorities require the completion of the training before a licence is issued. This is not an onerous requirement as the courses are standard across the county and if training sessions are not available within Newark & Sherwood a driver can attend at another local authority.

2.5 As Members are aware drivers are required to meet a number of other requirements prior to a licence being issued and it is unlikely that the requirement to attend the training before getting a licence will add any significant time period to the administration or issue of a the licence.

2.6 Set out below is the relevant extract for the Council's Policy.

Every new applicant will undergo Safeguarding Vulnerable Passengers training within 12 months of the initial licence being granted. The training involves attending a training session at a location approved by the Council and the applicant will also complete and pass the test at the end of the session. Current licence holders will also undertake the training within twelve months of the renewal dates of their licence. Failure to pass the test will result in the applicant or current licence holder re-taking the training session and exam at their own cost. Should the applicant or current licence holder fail the test for a third time, in the case of a new applicant the application will be refused, in the case of a current driver the application to renew will be refused or when mid-term of a licence may be revoked

3.0 Proposals

3.1 It is proposed that the Hackney Carriage & Private Hire Policy in relation to safeguarding be amended to require the relevant training to be undertaken prior to any licence being issued.

3.2 The suggested amended policy is proposed as:

Every new applicant will undergo Safeguarding Vulnerable Passengers training before a licence is issued. The training involves attending a training session at a location approved by the Council and the applicant will also complete and pass the test at the end of the session. Failure to pass the test will result in the applicant re-taking the training session and exam at their own cost. Should the applicant fail the test for a third time the application will be refused.

4.0 RECOMMENDATIONS

Members are asked to consider the details relating to the proposed amendments to the Hackney Carriage and Private Hire Policy and approve the following:

- (a) authorise that the Hackney Carriage and Private Hire Drivers Licence Conditions be amended to include the requirement for applicants to attend a safeguarding course prior to their licence being granted; and
- (b) the paragraph set out in 3.2 above is added to the Hackney Carriage and Private Hire Policy.

For further information please contact Alan Batty on 01636 655467

Karen White
Director - Safety

GENERAL PURPOSES COMMITTEE

6 SEPTEMBER 2018

PROPOSED AMENDMENTS TO CASTLEGATE TAXI RANK

1.0 Purpose of Report

- 1.1 For Members to consider an amendment to the operating hours of the Castlegate taxi rank.

2.0 Background

- 2.1 In November 2011 General Purposes Committee resolved to amend the taxi rank order relating to the 5 space rank adjacent to Swan & Salmon Yard to have an operating time of 20.00hrs to 06.00hrs

3.0 Introduction

- 3.1 Since the introduction of the changes there have been regular complaints from taxi drivers expressing their frustrations at private vehicles being parked in the taxi rank taking up valuable space and making movement in and out of the rank difficult.
- 3.2 The stretch of road on which the rank is situated is subject to controlled parking between the hours of 06.00hrs and 18.00hrs. Parking is limited to one hour with no return within 2 hours.
- 3.3 The problems have arisen because of the uncontrolled parking that can occur between 18.00hrs and 20.00hrs. Cars are parking after the 18.00hrs limit and whether deliberately or not are not returning to their vehicles before the operation of the rank starts. Clearly this is in breach of the traffic regulations and private cars parked in the rank after 20.00hrs are liable to a Penalty Charge Notice.
- 3.4 The issue is of particular concern on Friday and Saturday evenings. Traffic patrols in the area have been increased and Penalty Charge Notices have been issued. However, complaints continue to be received.
- 3.5 Discussions with the County Council have taken place and they have agreed that the two hour uncontrolled period between 18.00hrs and 20.00hrs could be removed and the rank operating start time moved to 18.00hrs.

3.0 Proposals

- 3.1 It is proposed to undertake a consultation exercise with businesses on Castlegate and with the taxi trade seeking comments on a suggested change to the operating times of the rank. The proposed change would be:

Current operating times	20:00 to 06:00 every day
Proposed operating times	18:00 to 06:00 every day

4.0 RECOMMENDATIONS that Members consider the details relating to the proposed amendments to the taxi rank adjacent to the Swan & Salmon Yard Castlegate and:

- (a) approve the times of operation for the rank;**
- (b) approve the proposed consultation process; and**
- (c) delegated authority be given to the Business Manager – Environmental Health & Licensing in consultation with the Chairman and Vice-Chairman of the General Purposes Committee to review the consultation comments with a view to instructing Nottinghamshire County Council to amend the Traffic Regulation Order.**

Reason for Recommendations

To address the concerns from taxi drivers with regard to the availability of space in the Castlegate Taxi Rank.

Background Papers

Nil

For further information please contact Alan Batty on 01636 655467

Karen White
Director – Safety

GENERAL PURPOSES COMMITTEE

6 SEPTEMBER 2018

UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

1.0 Purpose of Report

1.1 To inform the Committee of the activity and performance of the Licensing Team and to provide Members with details of current ongoing enforcement issues.

2.0 Background

2.1 A new applicant for a Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licence have to undergo various checks. These include a: Disclosure and Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests.

2.2 This report covers the period from 1 April to 30 June 2018 inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications.

Application Type	New Applications Received	Renewal of Applications Received	Number Issued	Comments
Hackney Carriage/ Private Hire Driver	3	14	17	2 pending
Ambulance Drivers	8	7	15	1 pending
Hackney Carriage Vehicles	2	15	19	
Private Hire Vehicles	0	3	3	

2.3 Street Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 April to 30 June 2018 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80% of the collection that is returned to the charity.

Charity	Location	Date	Total amount collected	% returned to charity
Southwell District Scouts	Southwell	21.4.2018	£446.12	100%
Newark District Scouts	Newark	22.4.2018	£126.06	100%
RNLI	Farnsfield	28.4.2018	£141.40	100%
REACH	Newark	19.5.2018	£51.00	100%
Great Ormond Street	Newark	23.6.2018	£150.46	100%

2.4 House to House Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 April to 30 June 2018 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity.

Charity	Date	Total Amount Collected	% Returned to Charity
Coping with Cancer North East	April 2018	£134.20	83%
North of England Children Cancer Research	April 2018	£123.11	82%
Child and Teenage Cancer and Leukaemia Foundation	May 2018	£95.00	100%

2.5 Enforcement Issues

Hackney Carriage/Private Hire Ongoing Enforcement Activity between 1 April to 30 June 2018

Location	Activity	Date Case Opened	Action Taken So Far
North Gate Rank, Newark	Taxi Inspections	09.01.18	All in order
Lincoln Street Rank, Newark	Taxi Inspections	05.04.18	2 x HC All in order
Lincoln Street Rank, Newark	Complaint from Lincoln Street drivers over the intimidation of drivers/passengers by certain Station rank drivers.	17.04.18	LEO has spoke the drivers down at both ranks and carried out observations. The issue is that the Lincoln Street rank cannot be seen from the station and drivers pull forward on to the double yellow lines in order to be seen. This has caused tension between the two ranks and there has been a number of complaints and counter complaints as tensions rise. Civil Enforcement officers have been advised to ticket drivers parked on double yellows and LEO's have advised drivers of this. A meeting has been held with Jo Horton (Highways) to see if the rank could be moved to across the road. However, this was not seen as a viable option. A land registry search has been carried out to on the Old Bowling Green building and a letter has been sent to seek permission to put a large sign on the building indicating the Lincoln Street Rank.
Lincoln Street Rank, Newark	Taxi inspections	17.04.18	1 x HC All in order
Middle Gate, Newark	Taxi Inspection	23.04.18	1 HC inspection – all in order
North Gate Station Rank, Newark	Taxi Inspection	30.04.18	1 HC inspection – 2 front tyres worn require replacements.

Carter Gate, Newark	Taxi complaint that taxis are using Carter Gate as a shortcut to Appleton Gate whilst the Severn Trent road diversions are in place	09.05.18	2 taxis involved were spoken to by LEO and advised not to use this route.
Sherwood Avenue, Newark	Taxi complaint that driver went through red light on pedestrian crossing	11.05.18	LEO to speak to the driver.
Newark	Taxi complaint regarding standard of the driver	29.05.18	LEO has spoken to the driver regarding their driving standards.
A46, Bingham	NK advised that plate on HC not being displayed correctly.	04.06.18	LEO spoke to the driver who advised that they would rectify and take photos and send through to show it has been changed.
Middle Gate Rank, Newark	Taxi Inspection	21.06.18	HC x 1 All in order
North Gate Rank, Newark	Taxi complaint - Lady wanting to go to Wood Street was refused by 6 drivers on the rank	25.06.18	LEO spoke to the drivers on the station rank who claims that they were all booked at the time. The complainant advised that a taxi from Lincoln Street rank took her. She was advised to take details of the taxis concerned if this were to happen in the future.

3.0 **RECOMMENDATION**

That the Committee consider the contents of the report and identifies any issues it wishes to examine further.

For further information please contact Nicola Kellas on extension 5894

Karen White
Director – Safety