



**Castle House  
Great North Road  
Newark  
NG24 1BY**

**Tel: 01636 650000**  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Tuesday, 21 November 2023**

**Chair: Councillor J Hall  
Vice-Chair: Councillor L Tift**

**Members of the Committee:**

**Councillor N Allen  
Councillor A Brazier  
Councillor L Brazier  
Councillor R Cozens  
Councillor D Darby  
Councillor R Jackson  
Councillor S Michael**

**Councillor D Moore  
Councillor K Roberts  
Councillor S Saddington  
Councillor P Taylor  
Councillor T Wendels  
Councillor T Wildgust**

<b>MEETING:</b>	<b>General Purposes Committee</b>
<b>DATE:</b>	<b>Thursday, 30 November 2023 at 6.00 pm</b>
<b>VENUE:</b>	<b>Castle House, Great North Road, Newark, NG24 1BY</b>
<p><b>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.</b></p> <p><b>If you have any queries please contact Helen Brandham on <a href="mailto:helen.brandham@newark-sherwooddc.gov.uk">helen.brandham@newark-sherwooddc.gov.uk</a> 01636 655248.</b></p>	

## **AGENDA**

### **Page Nos.**

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| 1. | Apologies for Absence   |       |
| 2. | Declarations of Interests from Members and Officers                                 |       |
| 3. | Notification to those present that the meeting will be recorded and streamed online |       |
| 4. | Minutes of the Meeting Held on 14 September 2023                                    | 3 - 4 |
| 5. | Forward Plan (December 2023 to November 2024)                                       | 5     |

### **PART 1 - ITEMS FOR DECISION**

None

### **PART 2 - ITEMS FOR INFORMATION**

None

### **PART 3 - STATISTICAL AND PERFORMANCE REVIEW ITEMS**

- |    |   |       |
|----|---|-------|
| 6. | Update on Performance and Enforcement Matters | 6 - 8 |
|----|---|-------|

### **PART 4 - EXEMPT AND CONFIDENTIAL ITEMS**

None

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark NG24 1BY on Thursday, 14 September 2023 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)  
Councillor L Tift (Vice-Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor R Cozens, Councillor R Jackson, Councillor D Moore, Councillor K Roberts, Councillor S Saddington, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR ABSENCE: Councillor D Darby (Committee Member) and Councillor S Michael (Committee Member)

### 8 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.

### 9 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

### 10 MINUTES OF THE MEETING HELD ON 26 JUNE 2023

AGREED that the Minutes of the meeting held 22 June 2023 were a correct record and signed by the Chairman.

### 11 FORWARD PLAN (OCTOBER 2023 TO SEPTEMBER 2024)

NOTED the General Purposes Committee's Forward Plan from 1 October 2023 to 30 September 2024.

### 12 UPDATE ON KIRKGATE TAXI RANK

The Committee considered the verbal update of the Environmental Health & Licensing Manager which sought to provide Members of the current position with removing the taxi rank status on Kirkgate, Newark.

Members were advised that Nottinghamshire County Council were the responsible authority for undertaking this change and had indicated that it would be actioned by the end of March 2024.

In acknowledging the above, a Member requested that the County Council be requested to erect signage making it clear that the parking bay was for a maximum stay of 30 minutes. It was reported by another Member that the Parking Enforcement Operatives were vigilant to this and enforced the maximum time limit.

A Member requested that the continued parking of private vehicles on the Castlegate Taxi Rank be investigated.

AGREED (unanimously) that the verbal update be noted.

13 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Environmental Health & Licensing Manager which sought to provide Members with information as to the activity and performance of the Licensing Team between 1 April and 30 June 2023.

In considering the report, a Member queried whether dashcams were a requirement for taxis licensed to operate in the district. The Environmental Health & Licensing Manager advised that currently they were not a requirement. He highlighted the cost implications should they be made a requirement and potential issues around enforcement.

A Member queried as to what the criteria was with street collections and how applications were determined. The Environmental Health & Licensing Manager advised that he would provide a written response.

AGREED (unanimously) that the report be noted.

14 MINUTES OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS SUB-COMMITTEE

NOTED the Minutes of the Hackney Carriage/Private Hire Driver's Sub-Committee held on 6 July 2023.

Meeting closed at 6.20 pm.

Chairman

### **Forward Plan of the General Purposes Committee Decisions from 1 December 2023 to 30 November 2024**

This document records some of the items that will be submitted to the General Purposes Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for General Purposes Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
TBC	Taxi & Private Hire Vehicle Licensing: Best Practice Guidance for Licensing Authorities in England	<a href="mailto:damian.wilkins@newark-sherwooddc.gov.uk">damian.wilkins@newark-sherwooddc.gov.uk</a>



Report to: General Purposes Committee Meeting – 30 November 2023

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
<b>Report Title</b>	Update on Performance and Enforcement Matters
<b>Purpose of Report</b>	To provide Members of the Committee with details of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers together with House to House and Street Collections.
<b>Recommendation</b>	That the report be noted.

## 1.0 Background

- 1.1 A new applicant for a Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licence has to undergo various checks. These include a: Disclosure & Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests.
- 1.2 This report covers the period from 1 July to 30 September 2023 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 Rec'd	Renewal of Applications Rec'd	Number Issued	Comments
Hackney Carriage/ Private Hire Driver	7	7	14	
Ambulance Drivers	5	3	8	
Hackney Carriage Vehicles	7	11	18	
Private Hire Vehicles	2	2	4	
Private Ambulance Vehicle Licence	0	2	2	

### 1.3 Street Collections

Although two Permits were granted for this period (Barnardo's & Royal Air Forces Association), at the time of writing, we have not received confirmation that these collections went ahead or the sums collected.

### 1.4 House to House Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 July to 30 September 2023 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
Yorkshire Children's Trust	1/7 to 31/7 2023	£94.66	80%
World Cancer Care	1/7 to 30/9 2023	£268	80%

### 1.5 **Enforcement Issues**

Enforcement Activity between 1 July to 30 September 2023

Location	Activity	Date Case Opened	Action taken
Castle House	Routine Inspection	4 Aug 2023	All in order
Jessop Way, Newark	Routine Inspection	4 Aug 2023	All in order
Jessop Way, Newark	Routine Inspection	4 Aug 2023	All in order
Jessop Way, Newark	Routine Inspection	4 Aug 2023	All in order
Castle House	Routine Inspection	4 Aug 2023	All in order
Castle House	Routine Inspection	4 Aug 2023	All in order
Newark	Excessive fare quote (£61) for a short distance by Z Cars (now owned by DG Cars)	11 Sept 2023	Investigation undertaken by LEO. DG Cars unable to trace the call. Warning provided.
Newark Town Centre	Routine Inspection	20 Sept 2023	All in order

### 2.0 Proposal/Options Considered

This report is intended to provide Members with a summary of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Hire Ambulance Drivers together with House to House and Street Collections.

### 3.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

There are no implications arising from this report.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None