

## **Cabinet**

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **12<sup>th</sup> January 2017**

### **Present:**

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Bradford, Clokie, Galpin, Knowles, Shorter.

### **Also Present:**

Cllrs. Burgess, Hicks, Link, Miss Martin, Wedgbury.

Chief Executive, Deputy Chief Executive, Corporate Director (Law and Governance), Head of Finance, Environmental Contracts and Operations Manager, Environmental Protection and Licensing Team Leader, Health, Parking and Community Safety Manager (JF), Health, Parking and Community Safety Manager (JH), Civil Enforcement Officer Supervisor, National Management Graduate, Communications and Marketing Manager, Member Services Manager.

## **255 Minutes**

### **Resolved:**

**That the Minutes of the meeting of the Cabinet held on the 8<sup>th</sup> December 2016 be approved and confirmed as a correct record.**

## **256 A Targeted and Costed Forward Education and Promotion Strategy, including Forward Recycling Options and Targets**

The report sought approval and funding for a new targeted recycling and waste education and communication plan.

The Portfolio Holder advised that a recent DEFRA report had identified Ashford as the best Authority in Kent in terms of recycling, however, she considered that there was still a need to improve. The Portfolio Holder drew attention to the proposed communication plan set out within paragraph 23 of the report and she said that she was grateful for the work undertaken by the National Management Graduate in terms of analysing the information and producing the report.

In response to a question as to how the expected improvements to recycling would be achieved, the National Management Graduate explained that the figures had

been produced after analysing the waste composition analysis together with the up to date information on content and material included within household waste. This had been considered in conjunction with the improvement figures achieved by other Authorities (with similar demographics) who had undertaken a similar exercise to the one being proposed in the report.

In response to a further question, the Environmental Contracts and Operations Manager confirmed that the use of social media was part of her service's communications plan and she explained that it was proposed to circulate leaflets to households as the Council did not have a database of individual properties' email addresses. The Communications and Marketing Manager also confirmed that the Borough Council's website already had a recycling video which could be viewed and his team regularly used social media to issue various Council messages. The Portfolio Holder for Finance, Budget and Resource Management said he also wished to congratulate the report author on the presentation of the report.

**Resolved:**

**That the recommended communications and education plan for recycling as detailed within the report, as well as the associated funding, be approved.**

## **257 Fixed Penalty Notices for Fly Tipping**

The report explained the provisions for Fixed Penalty Notices for fly tipping which became available in 2016 and asked the Cabinet to agree to set a fine level for the Borough. The Portfolio Holder explained that it was proposed that the Fixed Penalty be set at £400 and said that it was encouraging that other Councils were also setting their fines at the same level.

**Recommended:**

- That**
- (i) the issue of Fixed Penalty Notices for small scale fly tipping offences contrary to Section 33 (1) (a) of the Environmental Protection Act 1990 be approved.**
  - (ii) the maximum Fixed Penalty be set at £400 without the ability to pay a reduced fee.**

## **258 Film Classification Policy and Procedure**

The report advised of the Council's responsibilities in relation to the classification of films and set out an appropriate policy, procedure, guidance and fees. The Portfolio Holder advised that the Council did not currently have a policy and therefore it was prudent to put one in place. He also thanked the Environmental Protection and Licensing Team Leader for producing the document.

**Recommended:**

- That (i) the policy and procedure for dealing with the classification of films be approved.
- (ii) the guidance issued by the British Board of Film Classification be adopted to assist in the classification of films.
- (iii) the Council's scheme of delegation be amended in line with the proposed policy, including delegated responsibility for the classification of films to the Head of Service and to permit authorisation of other Officers as appropriate.
- (iv) the level of fee for the classification of films be £75, plus £1 per minute of the full length of the submitted work; this fee to be revised annually as part of the Council's normal fee setting process.

## **259 Sex Shops, Sex Cinemas and Sexual Entertainment Venue Policy**

The report presented a revised Licensing Policy which had been prepared in accordance with the Local Government (Miscellaneous Provisions) Act 1982.

**Recommended:**

- That (i) the revised "Sex Shops, Sex Cinemas and Sexual Entertainment Venue Policy" be approved.
- (ii) the Council's scheme of delegation be amended in line with the revised policy.

## **260 Parking Enforcement Review**

The report reviewed the current level of Parking Enforcement required to ensure that the team could deliver enforcement in line with current restrictions and priorities including lorry parking, whilst working proactively to ensure the free flow of traffic across the Borough. The increase in resource recommended would allow for the continued delivery of the Council's schools education programmes and support across other Council services.

The Portfolio Holder advised that it was proposed that the number of Civil Enforcement Officers be increased from 8.5 FTE to 12.5 FTE plus other help and also the purchase of four electric bicycles. He explained that since 2000 the workload had increased considerably and the number of Traffic Regulation Orders produced had increased tenfold.

In response to a question, the Health, Parking and Community Safety Manager (JF) advised that all CEO's had hand-held devices which contained trackers and

therefore it was possible to identify the various locations visited by the Officers as part of their duties.

**Resolved:**

- That**
- (i) an increase in the number of Civil Enforcement Officers (CEO) from 8.5 FTE to 12.5 FTE be approved.**
  - (ii) a review be undertaken of the Civil Enforcement Officers' core working hours in order to ensure fit with current enforcement priorities.**
  - (iii) a further increase in support to the parking service by 1.5 FTE, namely 1 FTE Appeals and Representations Officer and 0.5 Business Administration Support Officer be approved.**
  - (iv) the purchase of four electric bicycles be approved.**

## **261 Schedule of Key Decisions to be Taken**

**Resolved:**

**That the latest Schedule of Key Decisions as set out within the report be received and noted.**

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(KRF/AEH)

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Queries concerning these Minutes? Please contact Keith Fearon:  
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