



# FOLKESTONE TOWN COUNCIL

Date of publication: 30 May 2023

## AGENDA

Meeting: **Community Services Committee**  
Date: **6<sup>th</sup> June 2023 (Tuesday)**  
Time: **7.45 p.m.**  
Place: **Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Community Services Committee**  
(All other Councillors for information only)

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Community Services Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, Committee Chairman or Town Clerk.

A handwritten signature in black ink, appearing to read 'Phil Cross'.

**Phil Cross**  
**Finance Officer**

- 1. APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**  
To appoint a Chairman for the Committee for the 2023/24 Municipal Year.
- 3. APPOINTMENT OF VICE CHAIRMAN**  
To appoint a Vice Chairman for the Committee for the 2023/24 Municipal Year.
- 4. DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.

**5. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 4<sup>th</sup> April 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

**6. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted Standing Orders, the Committee is asked to consider the Terms of Reference for the Community Services Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

**7. WORKING GROUPS 2023/24**

The Committee is asked to consider whether any Working Groups are necessary and if so, approve nominations for membership for 2023/24.

**8. FOLKESTONE TOWN & HERITAGE TRAIL**

Folkestone Town Council have been approached by a local community group, some of whose members include local historians, expressing an interest in volunteering to update the historical content on the existing town & heritage trail and create new content for additional boards that have been suggested for installation at the Harbour Arm and Tontine Street.

Members are asked to consider if they wish to update and / or extend the existing Town Trail and, if so, whether they also wish to allocate any funding from any Community Service Committee budget(s).

**9. ARMED FORCES DAY – SUNDAY 25<sup>TH</sup> JUNE 2023**

The Communities & Events Officer will brief the Committee in respect of plans for and all elements of the event.

**10. FOLKESTONE MUSEUM PRESENTATION**

The Museum Curator will deliver a presentation to the Committee.

**11. DATE OF NEXT MEETING**

3<sup>rd</sup> October 2023 at 7.45pm.

## FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 4<sup>th</sup> April 2023 at 7.45pm.

**Present:** Councillors Paul Bingham, Peter Gane, Belinda Walker and Roger West.

**In attendance:** Vicky Deakin - Communities & Events Officer

### 1222. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ann Berry (F&HDC Meeting) and Nicola Keen (F&HDC Meeting).

**RESOLVED: The Committee received and approved the apologies.**

Proposed: Councillor Peter Gane

Seconded: Councillor Paul Bingham

Voting: F:4, Ag:0, Ab:0

### 1223. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1224. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 7<sup>th</sup> February 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting held on the 7<sup>th</sup> February 2023 be received and signed as a correct record.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

Voting: F:4, Ag:0, Ab:0

### 1225. FOLKESTONE MUSEUM REPORT CS/25/335

The Committee was asked to receive, note and approve the recommendations of the report.

**RESOLVED: That Report CS/25/335 be received and approved and that the Curator be invited to attend the next meeting and deliver a presentation.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F:4, Ag:0, Ab:0

### 1226. COMMUNITIES & EVENTS OFFICER REPORT CS/23/336

The Committee was asked to receive, note and approve the recommendations of the report.

Councillor Peter Gane informed the Committee that the Cheriton Christmas Lights Switch On event will take place on 25<sup>th</sup> November 2023.

**RESOLVED:**

- i) That Report CS/23/336 be received and approved.
- ii) That the annual Town Centre Christmas Lights Switch On event be held on Saturday 18<sup>th</sup> November 2023.
- iii) To approve the release of £1,000 from the Youth Facilities budget to deliver the Kwik Cricket tournament.

Proposed: Councillor Peter Gane  
Seconded: Councillor Roger West  
Voting: F:4, Ag:0, Ab:0

**1227. SUMMER OVER STREET UMBRELLAS PROJECT**

Following the item on the last agenda and for the Committee's information, Cllr Mary Lawes has decided to proceed with the installation of the Guildhall Street Umbrellas with funding held in the appropriate FTC reserve (£7,308) plus a grant from Folkestone & Hythe District Council and some additional private funding. This will cover one year of the project and does not commit the Town Council to support the scheme further.

**RESOLVED: That funding FTC have currently awarded to this project via the Local Projects budget and Town Grant scheme is only released subject to all the criteria of our Financial Regulations being met.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Belinda Walker  
Voting: F:4, Ag:0, Ab:0

**1228. DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> June 2023 at **7.45pm**

The meeting concluded at 8.10pm

Chairman.....

Date.....



## COMMUNITY SERVICES COMMITTEE

### COMMITTEE STRUCTURE – 6 MEMBERS

#### TERMS OF REFERENCE

- I. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
  - a) Policy procedure and legislation
  - b) Road traffic regulation and enforcement
  - c) Highways management and maintenance
  - d) Parking
  - e) Road signs and signposting, including street naming
  - f) Footway and street lighting
  - g) Traffic orders
  - h) Traffic calming measures
  - i) Ferry, bus and railway issues, including bus shelters
  
2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
  - a) Local projects (horticultural, leisure, sport and recreational facilities, Christmas lighting and festivities etc)
  - b) Arts and libraries
  - c) Education and health
  - d) Public order and community safety (CCTV, Community Safety Plan, etc)
  - e) Employment and economic development
  - f) Markets
  - g) Public conveniences
  - h) Folkestone Museum
  - i) Visitor Information Service

3. To consider and make recommendations on:
  - a) Bus shelters
  - b) Car parking
  - c) Christmas lighting / festivities
  - d) Public clocks
  - e) Communications (newsletter, notice boards, website, Social Media)
  - f) Crime prevention
  - g) Events and carnival
  - h) Tourism and leisure
  - i) Seating
  - j) Street cleansing
  - k) Youth facilities
4. Car parking to increase public participation and consultation by developing a "Community Forum" programme.
5. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
6. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.