



# FOLKESTONE TOWN COUNCIL

Date of publication: 26 January 2021

## AGENDA

Meeting: **Community Services Committee**  
Date: **2 February 2021 (Tuesday)**  
Time: **6.30 p.m.**  
Place: **Virtual Zoom Meeting [Link](#)**

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.



**Jennifer Childs**  
**Town Clerk**

### MYFOLKESTONE UPDATE PRESENTATION

Further to Members resolving on 1<sup>st</sup> October 2019 to participate in this scheme at a cost of £2,388/annum, Nina Jackson will update the Committee in respect of development since launching and their proposed projects for 2021.

#### 1. **APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence.

#### 2. **DECLARATIONS OF INTEREST**

To receive any declarations of either personal or prejudicial interest that Members may wish to make.

**3. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 17<sup>th</sup> November 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

**4. FAIRTRADE**

The Fairtrade Champion, Cllr Jackie Meade and Communities and Events Officer will update the Committee in respect of ongoing tasks and their development to achieve the remaining two goals to attain Fairtrade Status for Folkestone Town Council with details of associated projects required in 2021 to re-engage with the local business and residential communities whilst sustaining momentum for this initiative. Members views are sought.

**5. TREE PLANTING 2020/21 AND PROPOSALS FOR 2021/22**

The Communities and Events Officer will update the Committee in respect of the current planting schedule including key observations and details from Tree Wardens to assist and facilitate considerations for the 2021/22 scheme.

**6. FLOWER & SHRUB BED MAINTENANCE 2020/21 & 2021/22**

The attached schedule covers the annual shrub and flower bed maintenance work already undertaken during this financial year by the district council, and therefore the Committee is asked to approve the release of £32,500 from the 2020/21 Parks, Gardens & Recs budget.

The Town Clerk will update Committee on proposals for maintenance from 2021/22 which includes a programme for replanting the shrub beds that are past their best, annual flower planting in beds & troughs for which Committee is asked to approve the release of £32,500 from the 2021/22 Parks, Gardens & Recs budget.

In line with Council's commitment to becoming Carbon Neutral by 2030 proposals for planting wildflower verges are currently being developed in line with the County Councils Plan Bee Project, Committee is asked to release funds from the 2021/22 local projects budget to support this initiative.

**7. RED TELEPHONE BOX, THE STADE**

The Town Clerk will update the Committee in respect of the Red Telephone Box on the Stade which has been used since 2010 by Shane Record.

**8. FOLKESTONE MUSEUM REPORT CS/21/279**

The committee is asked to receive and note Report CS/21/279.

**9. ENVIRONMENT WORKING GROUP REPORT CS/21/280**

The committee is asked to receive and note Report CS/21/280.

**10. CHRISTMAS LIGHTING AND FESTIVITIES REPORT CS/21/281**

The committee is asked to receive and note Report CS/21/280.

**11. TOURISM REPORT CS/21/282**

The committee is asked to receive and note Report CS/21/282.

**12. HOT MEAL SCHEME REPORT CS/21/283**

The committee is asked to receive and note Report CS/21/283.

**13. DATE OF NEXT MEETING – 6<sup>th</sup> April 2021 @ 6.30pm**

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## FOLKESTONE TOWN COUNCIL

**Minutes of the Community Services Committee meeting held virtually by Zoom on Thursday, 19<sup>th</sup> November 2020 at 6.30pm.**

**Present: Councillors Ann Berry, Abena Akuffo-Kelly (Chair), Paul Bingham, Peter Gane, Jonathan Graham, Michelle Keutenius, Belinda Walker and Roger West.**

**In attendance: Jennifer Childs, Town Clerk  
Vicky Deakin, Communities & Events Officer**

### **1128. APOLOGIES FOR ABSENCE**

No apologies were received.

### **1129. DECLARATIONS OF INTEREST**

Councillors Keutenius and Gane declared a personal interest in 1747. FREE HALF TERM PACKED LUNCHES

### **1130. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 25<sup>th</sup> August 2020 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 25<sup>th</sup> August 2020 be received and signed as a correct record.**

Proposed: Councillor Jonathan Graham

Seconded: Councillor Roger West

Voting: F:8, Ag:0, Ab:0

### **1131. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

At the meeting of Full Council on the 12<sup>th</sup> November 2020 it was resolved as follows.

1746d. NOTICE OF MOTION that the Community Services Committee set up a small working group to revisit the heritage boards that didn't get completed in the first phase of the Historical Town Trail and to create a new board consequent upon the current redevelopment of the former Royal Victoria Hospital. Notable omissions in the first trail included the terrible Tontine Street air raid. Notable subjects for a new heritage board to cover would include stories of the hospital, and the life of Walter Tull, the mixed race footballer and war hero, who was born and lived just east of the hospital and is little commemorated in the town. A sum of £6000 is provisionally included in next year's budget to cover the erection of one board and to make sure that all heritage posters are made easily available online and as posters for schools, with some extra material to help Folkestone schools study local history.

**RESOLVED: That a task and finish working group be set up to revisit the heritage boards consisting of officers and Councillors Richard Wallace, Abena Akuffo-Kelly and Paul Bingham.**

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:8, Ag:0, Ab:0

Councillor Roger West temporarily left the meeting at this juncture.

1747. FREE HALF TERM PACKED LUNCHES that the Community Services Committee address ongoing concerns and consider use of the surplus funding for Christmas support.

After much debate, it was suggested that the Communities & Events Officer ask all members if they wish to support the provision of Christmas presents for local disadvantaged children via their ward grants.

Also suggested was for the Communities & Events Officer to approach local retailers and other businesses / organisations with an invitation to sponsor an initiative to provide hot meals to disadvantaged children in Folkestone.

**RESOLVED: That £5,000 from the Youth Facilities and Local Projects budgets be added to the remainder of Free Half Term Packed Lunches Ward Grants to deliver a free hot Christmas meal scheme across Folkestone in partnership with the Three Hills Community Hub.**

Proposed: Councillor Peter Gane

Seconded: Councillor Michelle Keutenius

Voting: F:7, Ag:0, Ab:0

## **1132. MUSEUM REPORT**

**RESOLVED: That report CS\20\274 be received and noted.**

Proposed: Councillor Ann Berry

Seconded: Councillor Paul Bingham

Voting: F:7, Ag:0, Ab:0

## **1133. MY FOLKESTONE**

On the 1<sup>st</sup> October 2019 committee resolved at minute 1081. MY FOLKESTONE to participate in this scheme and pay £199 per month to feature in the discover section of the My Folkestone website and encourage focus on businesses further up the town in Sandgate Road. The Communities & Events Officer will provide an update in respect of this support.

**RESOLVED: To invite My Folkestone to give a presentation at the next Community Services Meeting to facilitate Member consideration of allocation of funds to resubscribe to the initiative.**

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

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

## **1134. DATE OF NEXT MEETING – 2<sup>nd</sup> February 2021 @ 6.30pm**

**Chairman** .....

**Date** .....

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BED	LOCATION	NUMBER	SITE	OPERATION	AREA M <sup>2</sup>	MAINT COST 2020-2021
	Bruce Porter Gardens	1	East Cliff	Shrubs	10 m <sup>2</sup>	£192.48
			Replant	Year 2		£0.00
	Tontine Street	1	Dover Rd (Grace Hill)	Shrubs	60 m <sup>2</sup>	£1,154.92
			Replant	Year 2		£0.00
	Canterbury Road	1	Wood Ave Toilets	Shrubs	10 m <sup>2</sup>	£192.48
			Replant	year 2		£0.00
	Blackbull Rd	1	Cubbit House	Shrubs	30 m <sup>2</sup>	£577.45
			Replant	Year 3		£0.00
	Radnor Park Rd	1	Park Farm Comer	Shrubs	116 m <sup>2</sup>	£2,232.82
			Replant	Year 1		£544.00
	Road of Remembrance	1	La Vue	Shrubs	23 m <sup>2</sup>	£442.71
			Replant	Year 3		£0.00
	Cheriton High St	1	Risborough Lane	Shrubs	24 m <sup>2</sup>	£481.07
			Replant	Year 1		£450.00
	Cheriton Road	2	Invicta Sports Ground	Shrubs	110 m <sup>2</sup>	£2,117.33
			Replant	Year 1		£530.00
Annual maintenance cost* for existing beds excluding VAT						£9,385.27

\*This does not include the cost of replacement planting, this would obviously be at cost

BED	LOCATION	NUMBER	SITE	OPERATION	AREA
	Harbour Area	1	Rear Bed	Flower Bed	114 m <sup>2</sup>
	Dover Road	1	Bingo Bed	Flower Bed	25 m <sup>2</sup>
	Majestic Parade	2	Raised Beds	Flower Bed	30 m <sup>2</sup>
	The Leas Planters	5	Planters	Flower Bed	10 m <sup>2</sup>
	Fleming Way	5	Raised Beds	Flower Bed	119 m <sup>2</sup>
	Large Folkestone Planters	4	Planters	Flower Bed	4 m <sup>2</sup>
	Small Folkestone Planters	6	Planters	Flower Bed	3 m <sup>2</sup>
	FTC Railing Planters	25	Planters	units	25 planters
	Cheriton Railing Planters	10	Planters	units	10 planters
NEW	Hill Road Railing Planters	10	Planters	units	10 planters
			supply and installation of 10 new units		
	Lucy Avenue	1	New Bed	Flower Bed	63.5 m <sup>2</sup>
	The Leas Beds	2	New Bed	Flower Bed	32 m <sup>2</sup>
	Canterbury Road	1	Blackbull Rd 1	Flower bed	9 m <sup>2</sup>
	Canterbury Road	1	Blackbull Rd 2	Shrubs & bulbs	9 m <sup>2</sup>
Estimated cost for planting & maintaining flower beds excluding VAT					

ESTIMATED TOTAL COST EXCLUDING VAT

MAINT COST 2021-2022
£196.33
£348.00
£1,178.02
£2,100.00
£196.33
£348.00
£589.00
£0.00
£2,277.48
£0.00
£451.57
£0.00
£490.69
£0.00
£2,159.88
£0.00
£10,335.10

MAINT COST 2022-2023
£200.26
£0.00
£1,201.58
£0.00
£200.26
£0.00
£800.78
£250.00
£2,323.03
£0.00
£460.60
£450.00
£500.51
£0.00
£2,202.87
£0.00
£8,389.88

Planting Cost
£5,994.00
£1,314.48
£1,577.36
£525.80
£6,256.89
£210.32
£157.73
£2,070.42
£828.26
£828.26
£0.00
£3,338.76
£1,882.52
£473.20
£473.20
£25,731.20

£36,066.30

Planting Cost
£5,876.47
£1,288.70
£1,546.43
£515.49
£6,134.21
£206.20
£154.63
£2,029.82
£812.02
£812.02
£1,400.00
£3,273.30
£1,649.53
£463.92
£463.92
£26,626.67

£35,011.94

£34,635.71

This report will be made public  
on 26<sup>th</sup> January 2021

**Folkestone  
Town Council**



Report Number: **CS/20/279**

**To: Community Services**

**Date: 2<sup>nd</sup> February 2021**

**Responsible Officer: Town Clerk**

**Subject: Museum**

**SUMMARY:**

This report provides an update on Folkestone Museum's work covering the period 6<sup>th</sup> November 2020 to 18<sup>th</sup> January 2021.

**REASONS FOR RECOMMENDATION:**

The Town Council committed to sourcing funding from the Heritage Lottery to deliver its objective to preserve and enhance the town's heritage. There is a need to show evidence of working with the community and stakeholders as part of the programming agreed by the Council and the Heritage Lottery.

**RECOMMENDATIONS:**

- 1. To receive and note report CS/21/279**

Aims and Objectives – Maintaining an accredited museum  
Financial Implications – Meeting the requirements of HLF & Council within budget  
Equal Opportunities – Access to all

## **1. Introduction**

As noted in report CS/20/274 the Museum was required to close as part of the national lockdown measures put in place during November 2020. On cessation of lockdown Kent immediately entered Tier 3, which due to the legislation governing that tier requires all museum in England to remain closed; the situation remains unchanged with the commencement of a third national lockdown on 4<sup>th</sup> January 2021.

## **2. Exhibitions**

The timing of the closure has been particularly unfortunate for the Rev. David Railton exhibition which had only opened three weeks prior. As there are a number of variables at play, and with the safety of our community foremost in everyone's thoughts, it is difficult to judge exactly when the Museum will reopen, however the Railton exhibition will have its run extended.

Exhibition project work has continued remotely with the research and writing of detailed content for an exhibition about William Harvey to compliment Folkestone Triennial's focus on him as part of the hoped for revival of the 2020 Triennial that was postponed. The Museum staff have been exploring a partnership project with Folkestone Pride that will would look at early Trans history and its very specific link to Folkestone, forming a key part of the 2022 programme. The Audience Development Officer, with their academic specialism in Roman history, has begun a background research project to frame the East Wear Bay villa within a wider Roman landscape thereby giving more contextual colour within the displays; this includes reappraising finds from other sites in the district which have been somewhat dormant in the history of the Museum's collections.

## **3. Outreach and Education**

The take up of the schools loan box scheme continued during the period and, although schools have subsequently reverted to remote learning within the home, bookings for 2021 remain in the diary with teachers keen to use the Museum outreach resources in the classroom as soon as conditions allow.

The Museum's online learning resource [FMLearnwithobjects.co.uk](https://www.fmlearnwithobjects.co.uk) has seen an uptick in site traffic by a factor of ten during the first two weeks of January as teachers and parents scour the internet for high quality resources for home schooling. The Curator and Audience Development Officer are now working on Key Stage 1 & 2 science online resources as our formal learning audience have highlighted an unmet need the Museum can fulfil with its geological collections.

Informal engagement has been restricted to the Museum's online channels, principally through Facebook. This has included a series of posts highlighting various aspects of the collection and their links to the town and four activity videos; these have been produced using items easily found around the home to enable people to take part while locked down without recourse to unnecessary trips outside the home. These videos are being added to the

Museum's YouTube channel which will enable on demand viewing and to form a permanent virtual resource for participation.

#### **4. Friends of Folkestone Museum**

The Friends of Folkestone Museum have also supported engagement, by hosting monthly online lectures, which have been as well attended as when held in the Museum. This included a November lecture about the Master Collection by Krystyna Matyjaszkiewicz, where new research about this key part of the Museum's art collection was presented. While January saw a very well received one about WW1 heroine Edith Cavell. More widely it is pleasing to note the Friends continued support for the museum, which saw them sponsoring the acquisition of a mediaeval devotional for the Museum's collections that was offered via the Portable Antiquities Scheme.

#### **5. Conservation and Collection's Care**

Work within the Museum itself has revolved around regular preventive conservation checks to ensure that the collections, both displayed and stored, remain in a healthy state of preservation. As with previous periods of closure during 2020 these collection 'health checks' have been aided by the remote monitor systems that was installed as part of the 'Folkestone's Heart' project.

The broadening of collections knowledge continues with improved documentation of the collection through integration of the datasets created through the volunteers' audit of the collection with the MODES database, enabling the latter to be central source of all collections information. As a *remote working* project the Curator and Audience Development Officer have also been harvesting the Kent County Council Historic Environment Records for references therein to further contextualise artefacts within the collection (where a site can be identified) and broaden collections knowledge still further.

#### **6. Town Trail**

One other project of note which has now started is the extension of the Town History Trail, which the Museum staff are working on with the newly constituted Town Trail Working Group. This will lead to the delivery of a satellite panel during 2021, and with its location, an emphasis on Walter Tull and the history of the Royal Victoria Hospital amongst other subjects.

### **Corporate Plan KPI Performance for November & December 2020**

D9 – Number of visitors to the Town Hall; *closed due to Corona Virus Lockdown*

D11 – Annual hits on Council's websites (Museum Only); November 3,924 (unique number of visitors 2,412), December 4,084 (unique number of visitors 2,118)

D12 – Annual Facebook Likes (Museum Only); November 2,373 (daily reach 7,066 for the month), December 2,380 (daily reach 10,841 for the month)

D13 – Annual Twitter Followers (Museum Only); 576 to date

M1 - Number of bookings of the Temporary Exhibition Room per annum; September 1, October 2

M2 – Number of volunteer hours per annum helping to deliver museum services; *not possible Corona Virus Lockdown*

M3 - Number of school visits per annum; *not possible due to Corona Virus Lockdown*

M4 - Number of paid bookings of the Education Room per annum; *not possible Corona Virus Lockdown*

*NB the Folkestone Museum Instagram account also has 1,257 followers.*

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This report will be made  
public on 26 January 2021



Report Number **CS/21/280**

**To:** Community Services Committee  
**Date:** 2<sup>nd</sup> February 2021  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**Subject:** CLIMATE AND ENVIRONMENT COMMITTEE

**SUMMARY:**

This report makes recommendations to amend the Council's Committee Structures and associated Terms of Reference further to Community Services Committee's Environment Working Group proposing a new Climate and Environment Committee be established.

**REASONS FOR RECOMMENDATION**

The Committee is asked to agree the recommendations set out below because:

- a. Any proposals on the future Committee Structures of the Council must be considered, approved and adopted by Full Council.
- b. Committees and the work undertaken by them are governed by the Corporate Plan approved by Council.
- c. There is a need to review Committee workloads as a result of the Carbon Footprint Reduction Policy (Appendix E) and the drive to achieve the Council's associated key objectives for Corporate Priority One - Creating a Better Environment for Folkestone

**RECOMMENDATIONS:**

1. To receive and note Report CS/21/280
2. To ask Full Council to implement revised Committee Structures / Membership and associated Terms of Reference as set out at Appendices A and B.
3. To agree the the revised schedule of meeting dates as set out at Appendix C.
4. To agree the budget funding to be allocated to individual Committees as set out at Appendix D.

Aims and Objectives – *To meet the requirements of a Quality Gold Council*  
Financial Implications – *To operate in an open and transparent manner within approved budgets*  
Equal Opportunities – *To provide equal access to all services*

## 1. INTRODUCTION AND BACKGROUND

- 1.1 Folkestone Town Council became one of the first town councils in the country to make reducing carbon emissions a priority. Council's pledge and resolutions from 4th June 2019 and 12<sup>th</sup> November 2020 are set out below:

**Resolved:** That Folkestone Town Council wishes to facilitate the reduction of carbon emissions by:

- Committing to becoming a carbon-neutral organisation by 2030.
- Seeking ways to encourage our community to reduce direct and indirect CO2 emissions and to become resilient to climate change.
- Taking active steps, wherever possible to encourage:
  - a) More sustainable transport
  - b) Reductions in energy use in homes and businesses
  - c) Use and development of renewable energy sources
  - d) Production, sale and consumption of locally sourced food
  - e) Any other methods of achieving the aims above

**Resolved:** That the Council pledges to become a 'single-use plastic free' Council and adopts the Plastic Free Communities Toolkit.

**Resolved:** That Council meets the Local Governance Objective, requirement No. 5 to achieve 'Plastic Free Folkestone' status by pledging to:

- lead by example and remove single-use plastic items from its premises and operations.
- encourage plastic-free initiatives in the area, promoting the campaign and supporting events.
- Appoint Councillor Belinda Walker and the Town Clerk as representatives of the council to sit on the Plastic Free Community Steering Group.

## 2. INTRODUCTION

- 2.1 Although some steps have been taken in line with Council's pledge such as setting up a dedicated page on our website and moving to 100% renewable energy, there is a requirement to review Committee responsibilities and workloads as a result of the Carbon Footprint Reduction Policy (Appendix E) and the drive to achieve the Council's associated key objectives for Corporate Priority One - Creating a Better Environment for Folkestone.
- 2.2 As a result of Folkestone's experiences relating to climate change and associated impact on the eco-system and with the requirement for improved service provision as set out in the Corporate Plan.



The Environment Working Group have put forward a recommendation that the Committee reconsider the decision making process as a result of evolving activity and workload by establishing a Climate & Environment Committee in addition to the existing Community Services Committee supported by a redistribution of allocated individual service budgets for 2021/22 (Appendix D).

### **3. CONCLUSION**

- 3.1 Councillors will be mindful of the need to balance workloads and agenda volumes with the size and frequency of Committees. The decision-making process must be clear and focused.
- 3.2 The Community Services Committee is asked to determine the revised committee structures, Terms of Reference, budget allocations and Schedule of Meetings for 2021/22 and agree the recommendation to be considered by Full Council.

NB: Based on current committee structures to maintain political balance a 9 member climate & environment committee would be made up as follows: L \* 5, C \* 3, 1 \* LD and for a 6 member community services committee would be: L \* 4, C \* 2



## **COMMUNITY SERVICES COMMITTEE**

### **COMMITTEE STRUCTURE – 6 MEMBERS**

#### **TERMS OF REFERENCE**

1. 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 (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) Car parking
  - b) Christmas lighting / festivities
  - c) Public clocks
  - d) Communications (newsletter, notice boards, website, Social Media)

- e) Crime prevention
  - f) Events and carnival
  - g) Tourism and leisure
  - h) Seating
  - i) Youth facilities
4. 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.
5. 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.



## **CLIMATE & ENVIRONMENT COMMITTEE**

### **COMMITTEE STRUCTURE – 9 MEMBERS**

#### **TERMS OF REFERENCE**

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
  - a) Cycling and cycle ways
  - b) Community transport
  - c) Public rights of way, footpaths and bridleways
2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
  - a) Open spaces and common land
  - b) Public Parks, Gardens (inc. Community Gardens), Recreation and Pleasure Grounds (inc. Tree Planting and Flowerbeds with associated carbon emission compensation strategies)
  - c) Provision of play equipment, sports and recreation facilities
  - d) Allotments (inc. biodiversity development plan and establishment of 'bug hotels')
  - e) Engagement with Allotments Associations
  - f) Monitoring of the council's action plan for becoming carbon neutral by 2030
  - g) Climate & Environment Communications with Community Partnership Working
  - h) Plastic Free Folkestone
  - i) Folkestone Fairtrade Status
3. To consider and make recommendations on:
  - a) Support for projects and organisations in Folkestone which aim to: promote biodiversity and wildlife, improve air quality, support renewable energy generation
  - b) Litter Management (via schemes such as 'Keep Folkestone Beautiful Campaign')
  - c) Climate Change / Action Plan and Carbon Reduction Strategy
  - d) Youth facilities
4. 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.
5. 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.

# FOLKESTONE TOWN COUNCIL

## SCHEDULE OF MEETING DATES 2021/22

(Please note that all meeting dates are provisional and may be subject to change or cancellation)

	<b>Planning Committee (Thursday)</b>	<b>Community Services Committee (Tuesday)</b>	<b>Climate &amp; Environment Committee (Thursday)</b>	<b>Finance &amp; General Purposes Committee (Thursday)</b>	<b>Personnel Sub- Committee (5.00pm)</b>	<b>Full Council</b>
<b>April 2021</b>		<b>6</b>		<b>22</b>	<b>22</b>	
<b>May 2021</b>	<b>20</b>					<b>Tuesday 11 (Annual Council) Tuesday 18 (Town Assembly)</b>
<b>June 2021</b>		<b>1</b>	<b>3</b>	<b>17</b>		<b>17 (AGAR Meeting)</b>
<b>July 2021</b>						
<b>August 2021</b>				<b>19</b>	<b>19</b>	
<b>September 2021</b>			<b>2</b>			<b>9</b>
<b>October 2021</b>		<b>12</b>	<b>14</b>	<b>21</b>		
<b>November 2021</b>						<b>11</b>
<b>December 2021</b>				<b>16 (Budget Meeting)</b>		
<b>January 2022</b>						<b>13 (Precept Meeting)</b>
<b>February 2022</b>		<b>1</b>	<b>3</b>	<b>17</b>	<b>17</b>	
<b>March 2022</b>						<b>17</b>
<b>April 2022</b>		<b>5</b>	<b>7</b>	<b>21</b>	<b>21</b>	
<b>May 2022</b>	<b>19</b>					<b>Tuesday 10 (Annual Council) Tuesday 17 (Town Assembly)</b>

# COMMUNITY SERVICES COMMITTEE AND CLIMATE & ENVIRONMENT COMMITTEE INDIVIDUAL SERVICE BUDGETS 2021/22

## APPROVED 2021/22 SERVICES BUDGET

301	SERVICES							
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,800	10,530	11,000				11,000
4503	ALLOTMENTS - ADMINISTRATION	4,100	4,100	4,100				4,100
4504	ALLOTMENTS - PFR MAINTENANCE	3,000	3,000	3,000				3,000
4505	ALLOTMENTS - TKL MAINTENANCE	3,000	3,000	3,000				3,000
4840	MAINTENANCE OF BEACON	250	700	300				300
4849	COMMUNITY EVENTS	0	0	0				0
4850	LOCAL PROJECTS	4,000	4,000	4,000				4,000
4851	NOTICE/INFORMATION/HERITAGE BOARDS	1,000	1,000	1,000		6,000		7,000
4852	BUS SHELTERS	0	0	500				500
4875	WARD GRANTS/CLLR COMMUNITY GRANT SCHEME	19,800	19,800	19,800				19,800
4876	CLLR COMMUNITY GRANT SCHEME (Former Town Gr	35,000	35,000	34,200				34,200
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500	32,500	32,500				32,500
4879	CHRISTMAS LIGHTING	51,000	40,000	40,000				40,000
4880	CHRISTMAS FESTIVITIES	12,000	0	12,000				12,000
4881	YOUTH FACILITIES	11,600	2,600	11,600				11,600
4884	PARKS, GARDENS & RECS - TREES	15,000	15,000	15,000				15,000
4885	PARKS, GARDENS & RECS - PLAY AREAS	0	1,750	0		25,000		25,000
4890	PARK BENCHES	200	200	500				500
4891	LITTER BINS, BOLLARDS & RAILINGS	3,000	3,000	2,250				2,250
4895	TOURIST INFORMATION/VISITOR SERVICES	10,000	10,000	9,000				9,000
4900	MAINTENANCE OF PUBLIC CLOCKS	500	500	500				500
4901	MAINTENANCE OF MEMORIALS	2,500	2,500	2,500				2,500
4903	TELEPHONE BOX	100	100	100				100
4904	CCTV MONITORING	25,500	25,000	25,000				25,000
4905	CCTV MAINTENANCE	15,000	15,000	16,000		2,000		18,000
4998	AIR SHOW/ARMED FORCES DAY	22,800	0	22,800				22,800
4999	CONTINGENCY	3,000	3,000	3,000				3,000
	<b>TOTAL SERVICES EXPENDITURE</b>	<b>284,650</b>	<b>232,280</b>	<b>273,650</b>	<b>0</b>	<b>25,000</b>	<b>8,000</b>	<b>306,650</b>

## SUGGESTED REDISTRIBUTION

CLIMATE & ENVIRONMENT COMMITTEE		£
4504	ALLOTMENTS PFR MAINTENANCE	3,000
4505	ALLOTMENTS TKL MAINTENANCE	3,000
4850	LOCAL PROJECTS	2,000
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500
4881	YOUTH FACILITIES	5,600
4884	PARKS, GARDENS & RECS – TREES	15,000
4885	PARKS, GARDENS & RECS – PLAY AREAS	25,000
4890	PARK BENCHES	500
4891	LITTER BINS, BOLLARDS & RAILINGS	2,250
<b>TOTAL</b>		<b>88,850</b>

COMMUNITY SERVICES COMMITTEE		£
4850	LOCAL PROJECTS	2,000
4851	NOTICE/INFORMATION/HERITAGE BOARDS	7,000
4879	CHRISTMAS LIGHTING	40,000
4880	CHRISTMAS FESTIVITIES	12,000
4881	YOUTH FACILITIES	6,000
4895	TOURIST INFORMATION/VISITOR SERVICES	10,000
4998	AIR SHOW/ARMED FORCES DAY	22,800
<b>TOTAL</b>		<b>99,800</b>

## APPENDIX E

### Carbon Footprint Reduction Policy

#### Introduction

There is strong consensus within the international scientific community that climate change is occurring and is caused by human activity.

Folkestone Town Council is taking steps to reduce its carbon emissions with an overall aim of reducing the negative impact that our organisation's activities have on the environment as economically, morally and environmentally, this makes good sense.

The scope of this policy is focused on efforts to reduce carbon emissions and energy consumption within our own operations where we have greater influence, but alongside this we will continuously use our influence to promote carbon emissions reduction and clean energy usage to our councillors, staff, residents and partners.

This Carbon Reduction Policy outlines Folkestone Town Council's commitment to becoming a carbon-neutral organisation by 2030.

We will achieve this by:

- embedding and prioritising achieving carbon neutrality into everything we do
- and having an on-going programme of investments in energy efficiency, renewable energy and carbon offset initiatives.

Our aim:

- Achieve an average annual carbon footprint reduction of 2.5% from our own operation.

Our commitments:

1. Establishing a Carbon Footprint Reduction Action Plan.
2. Aspiring to divert 99% of our waste from landfill by reducing our waste, recycling, reducing and reusing where possible.
3. Measuring and publishing annually, a carbon footprint report, the scope of which is defined as:
  - Energy, water and fuel consumption in our buildings (monitored via utility bills, fuel consumption of council vehicles and machinery,
  - Using 100% renewable energy,
  - Removing single use plastics from the Town Hall,
  - Maintaining an annual tree planting programme to help offset our carbon emissions,
  - Introducing into our procurement supplier selection process the requirement to provide an environmental policy,

- Promoting climate change and carbon emission reduction awareness to councillors, staff, residents and partners.
- Ensuring we operate within all environmental regulations as imposed by UK law.
- Reviewing this policy document once in every election cycle to ensure that it continues to meet our aim and local priorities.

### Baseline

Between August 2019 and August 2020, Folkestone Town Council had a carbon footprint of 26.85 tonnes of CO<sub>2</sub>e.

During 2020 we used a total of:

- 561m<sup>3</sup> of water (town hall & allotments)
- 33,380 kWh of electricity
- 44,356 kWh of gas

### Conclusion

The Council has ultimate responsibility for this policy but recognises that every individual, councillor, staff and partner must contribute to the success of the aim we have set out in this document.



## Action Plan Progress 2020-21

### Aim 1 Reduce the Council's carbon footprint to net zero by 2030

Action	By	Progress
1.1 Find out what energy and fuel is currently used in our daily operations. Then calculate baseline carbon footprint.	August 2020	Complete. Carbon Footprint in August 2020 is <b>26.85 tonnes of CO2e</b>
1.2 Switch energy to 100% renewable energy supplier	January 2020	Complete.
1.3 Review energy use in Town Hall	April 2021	
1.4 Investigate options for adding solar panels to the roof of the Town Hall	Ongoing	

### Aim 2 Reduce car emissions by encouraging switch to walking cycling and electric vehicles

Action	By	Progress
2.1 Replace council owned vehicle with suitable electric model when existing diesel vehicle lease is up for renewal	April 2021	Electric Vehicle ordered

2.2	Develop safe walking and cycle routes in partnership with district and county councils.	Ongoing	
2.3	Encourage more use of local shops as alternative to driving further afield or getting orders delivered to home	Ongoing	A directory of businesses supplying local produce is being developed and will be shared on community websites and via social media. Posters will be displayed on the Town Councils' noticeboard to encourage local shopping and this message is frequently shared on the Council's social media.

### Aim 3 Increase Carbon Capture through tree planting and land management

Action	By	Progress
3.1	Ongoing	List of verges identified
3.2	Ongoing	
3.3	Ongoing	
3.4	2020	Signed
3.5	Ongoing	The council will not use any harmful pesticides in managing its land and this commitment.

	Encourage residents and landowners to support bio-diversity in their gardens through information sharing and education		Sharing weblinks to relevant information and tips has been created on the Council website.
--	--	--	--

#### Aim 4 Single Use Plastic Free

Action		By	Progress
4.1	Remove single use plastic from the Town Hall	April 2021	
4.2			

#### Aim 5 Recycle & Reuse

Action		By	Progress
5.1	Remove single use plastic from Town Hall	April 2021	
5.2	Reducing paper usage		Councillors 'opt in' to receive paper agenda packs otherwise sent electronically.

Measured - You have completed the first step of your Carbon Footprint Journey



Measure



Aim



Reduce



Offset



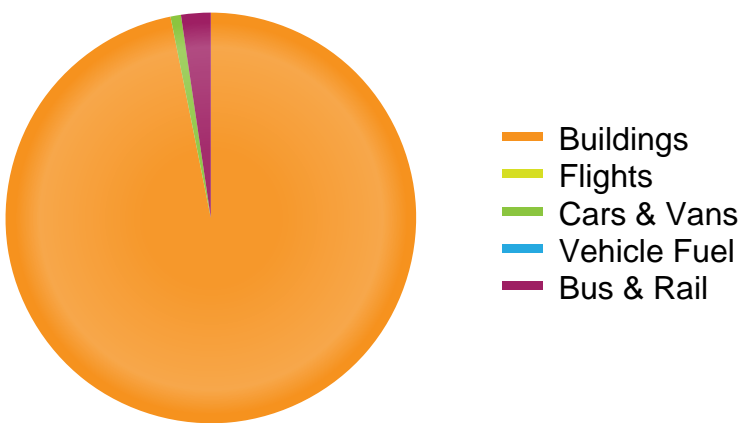
Communicate



Comply

# Folkestone Town Council Self Assessed Carbon Footprint Results & Recommendations

Company name	Folkestone Town Council
Data entered by	Jennifer Childs
Number of employees	10
Data period	1 August 2019 to 1 August 2020



Your total carbon footprint is 26.8 tonnes CO<sub>2</sub>e  
Carbon intensity (tonnes CO<sub>2</sub>/employees) = 2.7  
Read on for your full report & recommendations

To achieve Net Zero now, your organisation needs to adapt a carbon management process in the following order:

1. Measure- Assess your organisation’s footprint (If you are reading this report you have already made the first step).
2. Carbon Offset- compensate for the damage already done.
3. Reduce emissions in-house- reduce your footprint to decrease the amount of offsetting needed and your ongoing emissions.

Carbon Neutrality - For Folkestone Town Council

Become Carbon Neutral now from just **£ 161.07**

**Offset your businesses’ emissions now at:**

[www.carbonfootprint.com/offset=26.8](http://www.carbonfootprint.com/offset=26.8)

If your emissions are above 100 tonnes CO<sub>2</sub> please [contact us](#) for a personalised offsetting proposal.

Carbon Offsetting funds the solution to the climate emergency by:

- Decarbonising national grids (for renewable energy projects)
- Reducing emissions (via avoided deforestation projects - e.g. protecting the Amazon)
- Enabling more efficient/greener energy use (e.g. cookstoves projects)

Carbon offsetting projects, which are commonly large-scale decarbonisation projects that deliver crucial emissions reductions around the globe are often found in developing countries where they have added social, educational and economic benefits. Moreover, climate change is a global issue (1 tonne CO<sub>2</sub> in Manchester is the same as 1 tonne CO<sub>2</sub> in Mumbai).

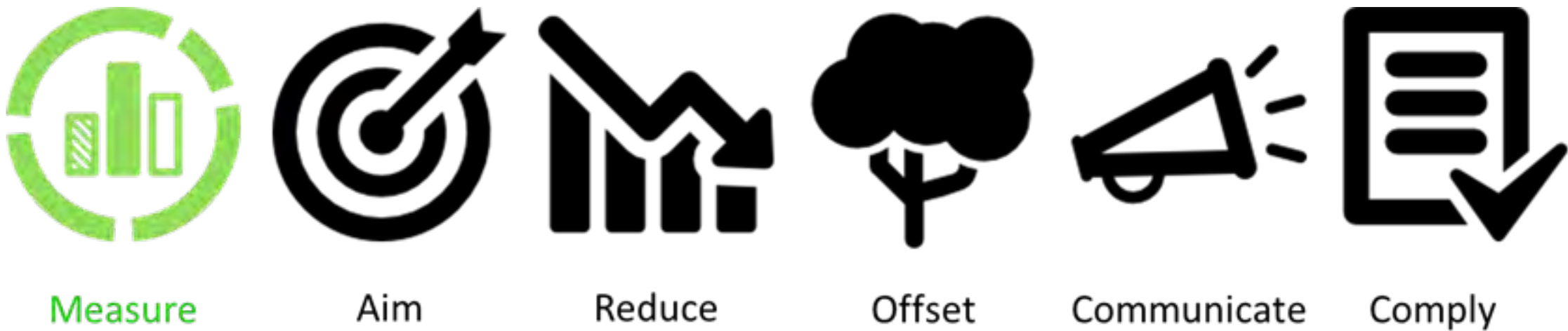
[www.carbonfootprint.com/carbonoffsetprojects.htm](http://www.carbonfootprint.com/carbonoffsetprojects.htm)

Measured - You have completed the first step of your Carbon Footprint Journey



**Your Carbon Footprint Report & Carbon Management Journey**

Congratulations - you have completed the responsible first step of the 6 stage carbon management journey. Best practice is to complete the following stages on a 12-month cyclical basis.



**The purpose of this report is to**

- Summarise your results
- Provide some tips for how you can set aims for your carbon management
- Help you to set a realistic carbon reduction target
- Suggest carbon offsetting to render your organization carbon neutral
- Work out the best way to communicate your carbon management/carbon neutrality internally and externally for your business’s benefit
- Comply with either legislative or supply chain requirements

A green circular icon with a bar chart inside, representing the "Measure" stage.

**Measure - Results**

Measure

The data you entered into the calculator is shown on the next page.

Measured - You have completed the first step of your Carbon Footprint Journey



Summary of Data Supplied

Buildings

Tonnes of CO <sub>2</sub> e	Energy Type
26.0	Estimate of building's footprint for 10 employees
<b>26.0</b>	<b>Total building emissions footprint</b>

Flights

Tonnes of CO <sub>2</sub> e	Flight Details
0.0	(no data supplied)
<b>0.0</b>	<b>Total footprint for flights</b>

Cars & Vans

Tonnes of CO <sub>2</sub> e	Car & Van Details
0.2	1000 miles in a Average Car Diesel Car Small diesel car up to 1.7 litre average value
<b>0.2</b>	<b>Total footprint for cars &amp; vans</b>

Vehicle Fuel

Tonnes of CO <sub>2</sub> e	Fuel Details
0.0	(no data supplied)
<b>0.0</b>	<b>Total footprint for vehicle fuel</b>

Bus & Rail

Tonnes of CO <sub>2</sub> e	Mode Of Transport
0.6	10500 miles travelled by national rail
<b>0.6</b>	<b>Total bus &amp; rail footprint</b>



Measured - You have completed the first step of your Carbon Footprint Journey



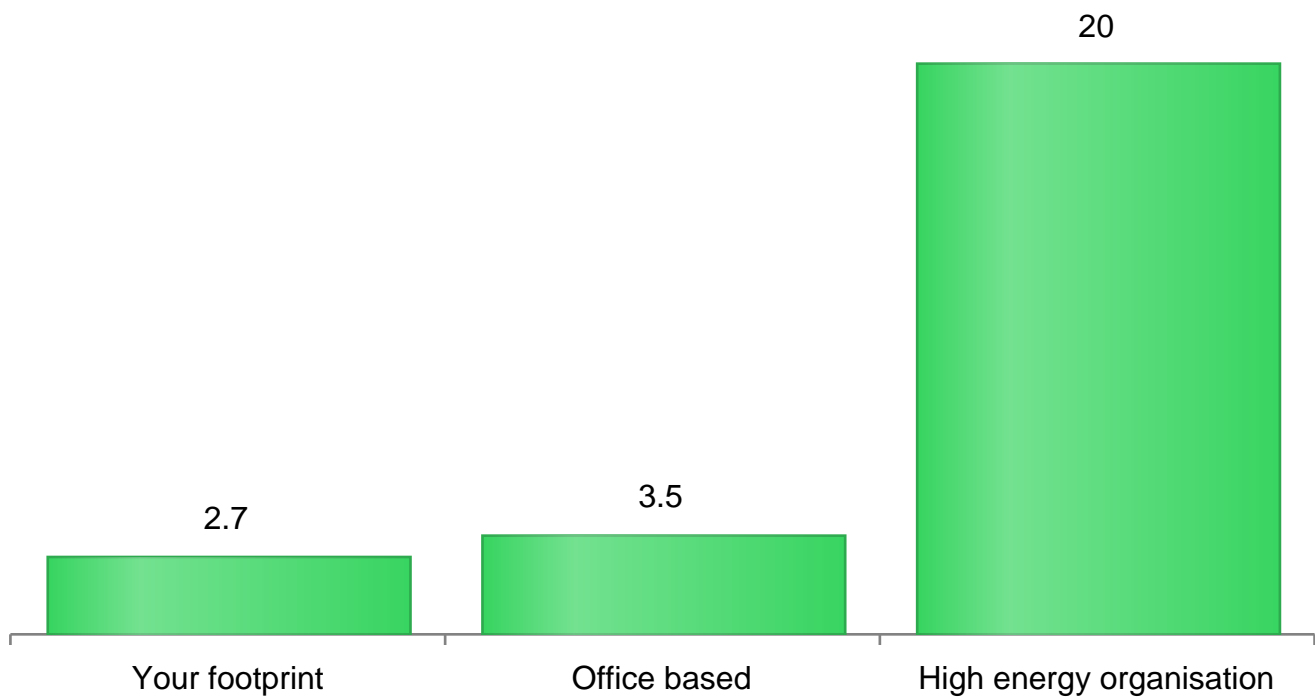
The results have been calculated automatically using DEFRA and other internationally recognised metrics. Datasets have been entered entirely by the client and no checking has been done by Carbon Footprint Ltd as to validity or completeness of the dataset. To have confidence in your results, particularly if you need to report to your supply chain/stakeholders or to promote in your markets, we strongly recommend you commission us to complete a Carbon Footprint Verification.

**How good are these results?**

Office administration based organisations generally have a carbon footprint of between 2 and 5 tonnes per employee.

High energy businesses such as manufacturing and those with very high travel/transport usage (e.g. logistics, waste management) will have a much higher footprint at around 10-30 tonnes per employee.

Here's how your carbon footprint compares:



**Aim - Setting realistic goals**

Aim

Reducing your carbon emissions can save you money and reduce your impact on climate change.

Now that you have completed your Carbon Footprint, you should consider setting Suitable Measurable Achievable Realistic and Time-bound (SMART) targets to help achieve these reductions. A few key points and resources to consider are:

- Setting up a Carbon Management Plan - the old adage applies here - "fail to plan - plan to fail".
- Achieving easy carbon reduction first - even if these actions may yield only small results, these are psychologically important and will help your organisation to get a "taste" of success and develop a culture that enables you to tackle the bigger reduction opportunities.
- Get quantitative - use our Energy Efficiency Test to work out your capacity to save. Find it at [www.carbonfootprint.com/energy\\_efficiency\\_test.html](http://www.carbonfootprint.com/energy_efficiency_test.html)
- Be realistic - if your target is dependent on a massive capex that has yet to be signed or on a large cultural shift, you may want to be more conservative with your aims.

Measured - You have completed the first step of your Carbon Footprint Journey



Reduce

## Reduce - How to make it work and stay working

Once your targets are set, you will need to implement suitable methods to reach them.

You will probably be heavily reliant on the actions of your teams for reductions to be achieved. Awareness campaigns including the use of tools such as informative posters and "Lunch and Learn" sessions can help motivate such behavioural changes. ([Contact us](#) for more information).

Rather than relying on a volunteer committee and carbon champions, make your scheme more official by giving specific team members ownership of the reductions and placing the targets in their KPIs.

Celebrate successes with your staff when they occur and be clear on the difference and value this brings to the business. (Also see Communicate section).



Offset

## Offset - Compensate carbon emissions you cannot reasonably reduce

Carbon offsetting can render your organization carbon neutral - but it's much more than that. External programmes such as CDP (formerly Carbon Disclosure Project) award extra points for carbon offsetting organisations and offsetting is positively looked upon within sales tender/PQQs.

Carbon offsetting also frequently supports broader CSR and community outreach programmes. However, we only advocate carbon offsetting if you also have a carbon measurement and carbon reduction plan.

The cost to offset your carbon emissions is likely to be very small compared with your energy costs (frequently it's less than 2% of the spend) and much easier to implement compared with a behaviour change programme. We offer a range of projects for you to choose from which support biodiversity, provide habitats for endangered species and support developing communities.

Reforestation and avoided deforestation carbon offset programmes are hugely popular as they tackle one of the most potent threats to our planet. (visit [www.carbonfootprint.com/deforestation.html](http://www.carbonfootprint.com/deforestation.html) for more information). However, we also have more community and energy focused projects.





Measured - You have completed the first step of your Carbon Footprint Journey



Sample Carbon Offsetting Projects - UK Schools Tree Planting - Amazon Avoided Deforestation, Brazil - Clean Water projects, Rwanda

The offsetting process is simple and straightforward - just visit [www.carbonfootprint.com/carbonoffset.html](http://www.carbonfootprint.com/carbonoffset.html) and type in your CO<sub>2</sub> tonnage (from the front page of this report) and this will show you the latest range of projects and their pricings. Certification is available to download online.



Communicate

## Communicate - Internally & Externally

Make sure you communicate your actions & achievements effectively, both within your organisation, to help develop your culture and externally to help improve your brand image.

When promoting *externally* be sure to promote your actions via all marketing channels available to you - such as web-site, newsletters, brochures, press releases, conferences/events and social media etc. Ensure to:

- Explain why climate change matters to you (visit [www.carbonfootprint.com/warming.html](http://www.carbonfootprint.com/warming.html) for more information)
- Be clear and accurate about what you've done
- Don't be tempted to exaggerate - this sector hates "green-wash" even if it's unintentional
- Evidence - use pictures more than words. Certificates, images of offset projects you are supporting and graphs of your carbon performance, all of which we can supply, can help communicate your point in a clearer and more enticing manner.
- Tell a story - show where you have come from, the progress you have made and what your commitment is for the future

When promoting *internally*, ensure to:

- Explain Climate Change & Why it matters (visit [www.carbonfootprint.com/warming.html](http://www.carbonfootprint.com/warming.html) for more information)
- Get people involved (Also see Reduce section)

Measured - You have completed the first step of your Carbon Footprint Journey



## Comply - legislation and best practice

Comply

Make sure you do adhere to relevant legislation/supply chain needs. These may vary dependent on your location and the markets that you serve. We support businesses with compliance to a range of schemes, such as Streamlined Energy and Carbon Reporting (SECR), Carbon Reduction Commitment (CRC) and CDPs as well as ISO and OHSAS standards.

Please review our compliance pages at [www.carbonfootprint.com/compliance.html](http://www.carbonfootprint.com/compliance.html) for more information.

Keep up to date on law and best practice. [Contact us](#) to subscribe to our newsletters for regular updates.

You have completed your carbon footprint calculation and have begun your carbon management journey. In doing so you are differentiating your business whilst doing your bit to combat climate change. Carbon Footprint is proud to assist companies along this journey to help reduce the impact on the environment and ensure high business standards.

For further assistance or information on our other services please [contact us](#) or visit our website at [www.carbonfootprint.com](http://www.carbonfootprint.com).



ecoact



# SSE GREEN CERTIFICATE

100% renewable electricity

SSE Business Energy hereby certify that

**Folkestone Town Council**

Old Town Hall Guildhall Street Folkestone Kent CT20 1EA 1900021426839

has purchased electricity generated by wind and hydro assets matched to Renewable Energy Guarantees of Origin (REGOs) enabling zero emission reporting\*



Aled Humphreys  
Director of Business Energy

27 December 2019

Date

Period of validity 11/01/2019 31/10/2022  
Tender ID 1814594

\*GHG Protocol Corporate Standard, Scope 2 reporting to market based methodology.



# SSE GREEN CERTIFICATE

100% renewable gas

SSE Business Energy hereby certify that

**Folkestone Town Council**

Old Town Hall, Guildhall Street, Folkestone, Kent CT20 1EA 12888909

has purchased gas matched to Renewable  
Gas Guarantees of Origin (RGGOs)



A handwritten signature in black ink, appearing to read 'Aled Humphreys'.

Aled Humphreys  
Director of Business Energy

04 March 2020

Date

Period of validity 01/04/2020-31/03/2022  
Tender ID 10731192

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This report will be made  
public on 26 January 2021

**Folkestone  
Town Council**



Report Number **CS/21/281**

**To:** Community Services Committee  
**Date:** 2nd February 2021  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT: Christmas Lighting Schemes**

**SUMMARY:** This report details the existing Christmas lighting infrastructure in the Town Centre and Cheriton and proposed development of the schemes.

**REASONS FOR RECOMMENDATION:**

The Council is asked to agree the recommendations set out below because:

- 1) The Christmas lights are free for the townspeople to enjoy as a 'kick-start' to Christmas and support local retailers, businesses and other organisations in encouraging footfall into the town.
- 2) The Christmas lighting schemes, and associated festivities support the Councils mission to revitalise our town of Folkestone, restore and develop civic pride, regenerate and enhance community spirit.

**RECOMMENDATIONS:**

- 1) To receive and note report CS/21/281
- 2) Determine the development and enhancement of the Christmas lighting scheme for 2021 and beyond.

*Aims and Objectives – To make available to the community as many leisure, sport and cultural opportunities as possible and to support and enhance facilities in Folkestone.*

*Financial Implications – circa £25,000 supported by Christmas Lighting Budget*

*Equal Opportunities – Access to all*

## 1. INTRODUCTION

1.1 Due to Covid19, Folkestone Town Council was unable to deliver its annual Christmas Lights 'Switch On' Event & Firework Display but instead ensured the Christmas lighting schemes in the Town Centre and Cheriton were installed and operational with associated ad hoc repairs carried out over the festive period to keep the scheme fully functional, bright and consistent for all.

1.3 The objectives included, but not limited to:

- Promoting social and physical wellbeing within Folkestone.
- Protecting, promoting and representing the interests of local residents, retailers, businesses and community organisations.
- Engaging with the local community and encouraging civic pride.

## 2. CURRENT PROVISION

2.1 2021 will be the 9<sup>th</sup> year of Council's responsibility for the Towns Christmas Lighting schemes with Appendix A detailing our current assets.

## 3. FUNDING / COSTS

3.1 The costs for Christmas lighting provision in 2020 are listed below.

### 3.2 TOWN CENTRE

<i>Reinstate fallen over head light strings – Rendezvous St</i>	£144.00
<i>Lumalite 7No x Trees at Sandgate Road (Non Precinct Area) - Maintenance of light strings, supply and reinstall new where required</i>	£4,288.90
<i>Town Hall Christmas Tree</i>	£90.00
<i>Collection, delivery and installation of Town Hall tree, install 4No x Large Column Motifs (inc. Cherry Picker &amp; Electrician), testing 39No x lamp column braids + associated required works and time clock resetting</i>	£2,590.00
<i>Call out &amp; repair to Christmas lights on Guildhall Street</i>	£490.00
<i>Callout &amp; reinstate various faulty Christmas light installations during festive period.</i>	

	£585.00
<i>Millennium maintenance checks, testing, installation and takedown of main Town Centre scheme (inc. trees on Castle Hill Roundabouts)</i>	£10,726.00
<i>Millennium supply, install and take down 25 spheres at Debenhams site plus supply and installation of 6 new light columns to Town Hall pillars</i>	£7,074.00
<i>Disconnection of 33No x column braids and 7No x tree light strings (Town Centre) and 11No x tree light strings (Cheriton)</i>	£1,180
<b>£27,167.90</b>	

### 3.3 CHERITON WARD

<i>Lumalite 11No x Trees - Maintenance of light strings, supply and reinstall new where required.</i>	£6,128.10
<i>Millennium Electrical test, inspect and report on 29No x column and wall mounted displays with installation / take-down of 10No x Large tree motifs to buildings</i>	£2,441.00
<b>£8,569.10</b>	

## 4. CHRISTMAS LIGHTING REVIEW PROCESS

### 4.1 OPTION 1

Maintain the status quo.

The Communities & Events Officer is currently seeking three estimates for a further three years utilising the existing stock (summary and exact costings to be presented at the meeting) are:

2021 Electrical Testing, Inspection & Reporting, Anchor Bolt Testing, Installation, Switch On, Takedown and Storage      circa. £15,000

2022 Electrical Testing, Inspection & Reporting, Anchor Bolt Testing, Installation, Switch On, Takedown and Storage      circa. £15,000

2023 Electrical Testing, Inspection & Reporting, Anchor Bolt Testing, Installation, Switch On, Takedown and Storage      circa. £15,000

\* Excludes repairs to infrastructure, lights, columns, trees circa £10,000



#### **4.2 OPTION 2**

Review the entire lighting scheme - consider and determine which of the installations and sites as detailed above should be installed.

#### **5. CONCLUSION**

- 5.1** The Committee needs to determine whether it wishes to continue investing and adding to its existing stock now that the existing service agreements and contracts have expired.

## APPENDIX A

CHRISTMAS LIGHTS	LOCATION	DETAILS	COLUMN	FIXTURE	CONTRACTOR
White Led Braid Wrap Around Column Displays	Cheriton High Street	Outside Tyre Shop High St/Risborough Lane Junction	NCBH012	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	Outside All Souls Primary School	NCBH011	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	Outside The Clay Oven Indian Takeaway	NCBH010	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S All Souls Church	NCBH008	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S All Souls Church	NCBH007	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S 45 Cheriton High Street	NCBH006	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S Cheriton Balti & Tandoori	NCBH001	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	OPP Community Network	NCMP069	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S Scope	NCMP068	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S Safe Hands	NCMP067	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S Premier Taxi	NCMP065	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	O/S Self Storage	NCMP064	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	OPP Shell / Londis	NCMP063	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street	OPP Windmill Café	NCMP062	Bracket with Tespa Bands	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	Outside Tyre Shop High St/Risborough Lane Junction	NCBH012	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	Outside All Souls Primary School	NCBH011	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	Outside The Clay Oven Indian Takeaway	NCBH010	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S All Souls Church	NCBH008	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S All Souls Church	NCBH007	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S 45 Cheriton High Street	NCBH006	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S Cheriton Balti & Tandoori	NCBH001	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	OPP Community Network	NCMP069	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S Scope	NCMP068	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S Safe Hands	NCMP067	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S Premier Taxi	NCMP065	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	O/S Self Storage	NCMP064	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	OPP Shell / Londis	NCMP063	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street	OPP Windmill Café	NCMP062	Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street			Special Column Brackets	Millennium
Christmas Tree Column Motifs	Cheriton Road / High Street			Special Column Brackets	Millennium
Strings	Cheriton Road	Tree O/S All Souls Church (Cheriton High Street)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree O/S Maxwell Hair Salon (26 Cheriton High St)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree O/S Peking House (39A Cheriton High St)	Tree	Cable Ties & Pins	Lumalite

# APPENDIX A

Strings	Cheriton Road	Tree O/S Cheriton Balti & Tandoori (4 Cheriton High St)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree O/S County Home Hardware (384 Cheriton Rd)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree O/S One Stop (380-382 Cheriton Rd)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree OPP Safe Hands (347-349 Cheriton Road)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton Road	Tree O/S Cleversons (376 Cheriton Road)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton High Street	Tree O/S Wool Ways (372 Cheriton Road)	Tree	Cable Ties & Pins	Lumalite
Strings	Cheriton High Street	Tree O/S John Bowley (340 Cheriton Road)	Tree	Cable Ties & Pins	Millennium
Strings	Cheriton High Street	Tree O/S St Andrews Church	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree O/S Abbeywell Vets	Tree	Cable Ties & Pins	Millennium
Strings	Sandgate Road	Tree O/S Abbeywell Vets	Tree	Cable Ties & Pins	Millennium
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Kebab Shop on Majestic Parade	NSAR28	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	OPP Sandgate Road Car Park	NSAR30	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S RBS	NSAR31	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	OPP Pizza Hut	NSAR32	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Miles & Barr	NSAR33	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	Opp Papa's Fish Bar	NSAR34	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Chaos	NSAR35	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Simmonds Jewellers	NSRR010	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Boots the Chemist	NSRR008	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Waterstones	NSRR006	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Poundstretcher	NSRR005	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S BonMarche	NSRR001	Bracket with Tespa Bands	Blachere
Strings	Castle Hill Avenue	4 x Trees on Roundabout at Bouverie Road W junction	Tree	Cable Ties & Pins	Millennium
Strings	Castle Hill Avenue	4 x Trees on Roundabout at Sandgate Road junction	Tree	Cable Ties & Pins	Millennium
Ceiling of Light	Sandgate Road	Precinct O/S Debenhams	Over Street	Anchor Bolts	Millennium
Ceiling of Light	Sandgate Road	Precinct O/S WH Smiths	Over Street	Anchor Bolts	Millennium
Double Sided Large Column Motif	Sandgate Road	Precinct O/S Debenhams	NSRR 016	Bracket with Tespa Bands	Millennium
Double Sided Large Column Motif	Sandgate Road	Precinct O/S WH Smiths	NSRR 015	Bracket with Tespa Bands	Millennium
Double Sided Large Column Motif	Sandgate Road	Precinct O/S Pilgrims Hospice	NSRR 014	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Sandgate Road	Precinct O/S Lloyds Bank	NSRR 012	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Sandgate Road	Precinct Entrance to West Cliff Gardens	NSRR 011	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Sandgate Road	Precinct O/S Simmonds Jewellers	NSRR 010	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Sandgate Road	Alexandra Gardens O/S Timpsons	ABE 6	Bracket with Tespa Bands	Millennium

# APPENDIX A

Strings	Sandgate Road	Tree outside Lloyds Pharmacy	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside Papa's Chip Shop	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside Santander	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside H Wald Estate Agent	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside Fell Reynolds	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside Rocco's	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road	Tree outside Folkestone Taxis	Tree	Cable Ties & Pins	Lumalite
Strings	Sandgate Road - Pedestrianised	Tree outside Clarks & Boots	Tree	Cable Ties & Pins	Millennium
Strings	Sandgate Road - Pedestrianised	Tree outside Grind & Bake	Tree	Cable Ties & Pins	Millennium
Strings	Sandgate Road - Pedestrianised	Tree outside Clifton Cards	Tree	Cable Ties & Pins	Millennium
Strings	Sandgate Road - Pedestrianised	Tree outside Oxfam	Tree	Cable Ties & Pins	Millennium
Strings	Sandgate Road - Pedestrianised	Tree OPP Wilkos	Tree	Cable Ties & Pins	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Pickwicks	1	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Ladbroke's	2	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Pilgrims Hospice	3	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Eleto Café	4	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Django's	5	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Market Square Wine Bar	6	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Wetherspoons	7	Bracket with Tespa Bands	Millennium
Christmas Column Chandelier	Rendezvous Street	O/S Wetherspoons	8	Bracket with Tespa Bands	Millennium
Christmas Motifs	Rendezvous Street	O/S Channel Cars	9	Bracket with Tespa Bands	Millennium
Victorian Light	Market Place	O/S Market Place Wine Bar	Over Street	Bridge with Anchor Bolts	Millennium
Lights Curtains x 6	Guildhall Street	Installed to Town Hall Façade	Attached to Building	Anchor Bolts	Millennium
Double Sided Large Column Motif	Guildhall Street	O/S Town Hall	NGEX 013	Bracket with Tespa Bands	Millennium
Double Sided Large Column Motif	Guildhall Street	O/S Town Hall	NGEX 014	Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S Queens House	NGEX 012	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	Side of Bonmarche	NGEX 011	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S Euro Market	NGEX 010	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S Lean Kitchen	NGEX 009	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S Polish Shop	NGEX 008	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S Barbers	NGEX 007	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/S The Full English Café	NGEX 005	Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Guildhall Street	O/s Phils Emporium	NGEX 004	Bracket with Tespa Bands	Blachere
Small Stars Small Motif	Shellon Street	O/S Café Tulip	NGEX 001	Bracket with Tespa Bands	Millennium

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Small Stars Small Motif	Shellon Street	O/S Headz	NGEX 002	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Shellon Street	O/S TSK	NGEX 003	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Guildhall Street	O/s Phils Emporium	NGEX 004	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Guildhall Street	O/S Polish Shop	NGEX 008	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Guildhall Street	O/S Second Hand Book Shop	NGEX 010	Bracket with Tespa Bands	Millennium
Small Stars Small Motif	Guildhall Street	O/S Queens House	NGEX 012	Bracket with Tespa Bands	Millennium
Large Floral Christmas Motif	Guildhall Street	O/S Café Luca	Attached to Building	Anchor Bolts	Millennium
Winter Burst White LED Crossing	Guildhall Street	Precinct side of Headz	Over Street	Anchor Bolts	Millennium
Ceiling of Light	Church Street	From M & S Linens to Stem by Stem	Over Street	Anchor Bolts	Millennium
Ceiling of Light	Rendezvous Street	From Ladbroke to Oriental Buffet	Over Street	Anchor Bolts	Millennium
Ceiling of Light	Lower Rendezvous Street	From Country Fayre to Top of Old High Street	Over Street	Anchor Bolts	Millennium
Large Snowflake Motif	George Lane	O/S Eleto Café	Over Street	Anchor Bolts	Millennium
Large Snowflake Motif	Market Place	O/S Market Place Wine Bar	Over Street	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	Fullicks	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	Premier Taxi's	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	Waterfield Brook	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	Relax Gorgeous	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	The Clock Maker @ 157 Cheriton High Street	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	McAleer Contracts Ltd (Cheriton High St junc Somerset Rd)	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street	Penkraft	Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street		Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street		Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Tree Motifs	Cheriton High Street		Fixed Flat to Building	Anchor Bolts	Millennium
Christmas Light Power Supply	Shellon Street	Small Bus Stop Car Park			Amey
Christmas Light Power Supply	Cheriton High Street	O/S All Souls Church, Cheriton High Street			Amey
Christmas Light Power Supply	Cheriton High Street	O/s Maxwells Hair Salon, 26 Cheriton High Street			Amey
Christmas Light Power Supply	Cheriton High Street	O/S Peking Chinese Takeaway, 39 Cheriton High Street			Amey
Christmas Light Power Supply	Cheriton High Street	O/S Cheriton Balti, 4 Cheriton High St			Amey
Christmas Light Power Supply	Cheriton High Street	O/S County Home Hardware, 384 Cheriton Rd			Amey

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Christmas Light Power Supply	Cheriton High Street	O/s One Stop Supermarket, 380-382 Cheriton Road				Amey
Christmas Light Power Supply	Cheriton High Street	O/S Safe Hands, 347-349 Cheriton Rd				Amey
Christmas Light Power Supply	Cheriton High Street	O/S St Andrews Church, Cheriton Rd				Amey
Christmas Light Power Supply	Cheriton High Street	O/s Kwik Fit, 299 Cheriton Rd				Amey
Christmas Light Power Supply	Cheriton High Street	O/S Cleversons, 376 Cheriton Rd				Amey
Christmas Light Power Supply	Cheriton High Street	O/S Wool Ways, 372 Cheriton Rd				Amey
Ceiling Baubles	Sandgate Road	Precinct O/S Debenhams		Over Street	Anchor Bolts	Millennium
Ceiling Baubles	Sandgate Road	Precinct O/S WH Smiths		Over Street	Anchor Bolts	Millennium
Childs Christmas Design - Over Street	Rendezvous Street	Between Country Fayre and Oriental Buffet Restaurant		Over Street	Anchor Bolts	Millennium
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Chambers			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Advanced Lettings			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/s Cancer Research			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/s Hunters			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Savers			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Johnsons Cleaners			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Reeds Rains			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/s Rooks			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Star Nails			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/s O2			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S La Princesse			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Debenhams			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Sandgate Road	O/S Barclays			Bracket with Tespa Bands	Blachere
White Led Braid Wrap Around Column Displays	Cheriton High Street				Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street				Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street				Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street				Bracket with Tespa Bands	Millennium
White Led Braid Wrap Around Column Displays	Cheriton High Street				Bracket with Tespa Bands	Millennium

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This report will be made  
public on 26 January 2021

**Folkestone  
Town Council**



Report Number **CS/21/282**

**To:** Community Services  
**Date:** 2<sup>nd</sup> February 2021  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**Subject:** Visitor information Service and Tourism Website  
Update

**SUMMARY:**

The report provides an update on the delivery of the Visitor Information Service and also the continuing development of the Visit Folkestone and Hythe website.

**REASONS FOR RECOMMENDATION:**

The Town Council is committed to the continual development of its Visitor Information Service.

It is essential to identify what aspects of our Visitor Information Service within the Town Hall require priority development and also to consider the provision of additional services to enhance existing resources. Therefore, there is a need to show evidence of current provision for any additional resource to be considered for the future.

**RECOMMENDATIONS:**

- 1. To receive and note Report CS/21/282.**

Aims and Objectives – To enhance the current tourism services in Folkestone.  
Financial Implications - £9,000 Tourism Budget  
Equal Opportunities – Access to all.



## **1.0 Introduction**

- 1.1 The Town Hall and consequently the Visitor Information Service closed in March 2020 as part of the national lockdown measures reopening in August until 5<sup>th</sup> November when we were again required to close due to Tier 3 restrictions. With a third national lockdown being imposed on 4<sup>th</sup> January 2021, unfortunately, this situation remains unchanged.
- 1.2 Early August to the end of October 2020 saw the Museum and Visitor information Service open Thursday to Saturday 10 – 4pm with strict Covid-19 health and safety measures in place and received monthly visitor and tourism enquiry numbers of circa. 350, 650 and 1250; respectively.

## **2.0 Visitor Information Point**

- 2.1 Tourism is a major resource for the regeneration of the town with the Council continuing to provide an accessible visitor information point with a dedicated area where visitors can seek and be provided with comprehensive information on attractions, accommodation, food and drink establishments and events across the District.
- 2.2 We continue to work with district wide tourism organisations on the provision and development of tourist information leaflets, signage in the town, display boards and support a variety of tourism initiatives with information being accessible by phone, mail, at the Town Hall (when reopen) and on the Visit Folkestone and Hythe tourism website ([www.visitfolkestoneandhythe.co.uk](http://www.visitfolkestoneandhythe.co.uk)).

## **3.0 Tourism Website**

- 3.1 As Data Managers and custodians of the url for the tourism website, Folkestone Town Council maintain responsibility for the physical input and upload of content and images to ensure it is continually developed, enhanced and remains current.
- 3.2 The Communities & Events Officer attended both virtual Folkestone and Hythe Tourism Board meetings last year to support local businesses whilst considering new and proposed initiatives during the pandemic and post Covid-19.
- 3.3 The five FHTB website Editorial Board members, who normally meet quarterly, met only twice last year as three members are furloughed and consequently, this group has been less proactive and productive than usual, therefore, any content collation, management and updating has been completed by the Communities & Events Officer and Marketing & Communications Officer.

- 3.4 The C & E Officer attended a virtual Inspirational Journeys Experience Development Workshop which looked at the process of identifying opportunities for tourism businesses based on product gaps in Kent and inspired new ideas of how FTC can further reach out to the local tourism community to support their increased success and associated continued regeneration of Folkestone.
- 3.5 The C & E Officer also attended a virtual Festivals & Events Experience Development Workshop . Several breakout collaborative working sessions were provided where attendees worked together with a number of other event / tourism businesses to share ideas and experiences of how to create, organise and deliver events more effectively and successfully whilst reaching a wide range of audiences.

#### **4.0 Key Objectives**

- 4.1 The Communities & Events Officer and Visitor Services Officer continue to promote Folkestone as a destination with the delivery of the following key objectives as and when appropriate:

- Visitor Information Service at the Town Hall - Monday to Friday 10.00am to 4.00pm (when re-open).
- Providing an information service 24/7 through the website and Monday to Friday from 9.00am to 5.00pm via telephone and email communications.
- Production and distribution of promotional material.
- Managing and updating the website content, including the promotion of events and activities in the district.
- Undertaking analysis on the performance of Folkestone as a tourism destination.
- Attending quarterly Folkestone & Hythe Tourism Board meetings.
- Identification and communication of the wide and diverse offer of Folkestone.
- Develop the promotion of the year round offer to tourists and encourage their return following an inspired visit.
- Development of a modern visitor information plan.
- Strengthen and progress partnership working with tourism providers in the area.
- Continued tourism working collaboration with FHDC.
- Update and print a 2<sup>nd</sup> edition of our tourism guide.

- Re-engagement with existing and new Visitor Information Service volunteers and the provision of their associated training.

## **5.0 Conclusion**

- 5.1 The Committee needs to determine how it best wishes to continue investing in tourism considering the ongoing duties of the Communities & Events Officer and the Visitor Services Officer and the request from My Folkestone for Council to support their scheme at a cost of £2,388 per annum.

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This report will be made  
public on 26 January 2021

**Folkestone  
Town Council**



Report Number **CS/21/283**

**To:** Community Services Committee  
**Date:** 2nd February 2021  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** Festive Hot Meal Scheme for Disadvantaged and Vulnerable Folkestone Families

**SUMMARY:**

This report provides an update on the Festive Hot Meals for Vulnerable and Disadvantaged Folkestone Families Scheme.

**REASON FOR RECOMMENDATIONS:**

The Committee is asked to agree the recommendations below because:

- a. The Town Council is committed to the continual development of its services and initiatives to support the Townspeople of Folkestone and all associated communities and demographics.
- b. For many vulnerable children, their school meal is the only meal they have in the day.
- c. To do our best to ensure no family in Folkestone goes hungry.

**RECOMMENDATIONS:**

- 1) To receive and note report CS/21/283
- 2) Determine any schemes supplementary to the festive meal initiative to be developed and delivered to continue supporting vulnerable and disadvantaged families in Folkestone.

*Aims and Objectives – To enhance the current services and initiatives provided for the community.*

*Financial Implications – circa £3,000 supported by Lunches for Children Budget*

*Equal Opportunities – Access to all*

## 1. INTRODUCTION

- 1.1 Further to the success of the Town Mayors Packed Lunched Initiative during October half-term 2020, at its meeting on 19<sup>th</sup> November, the Community Services Committee

***RESOLVED: That £5,000 from the Youth Facilities and Local Projects budgets be added to the remainder of Free Half Term Packed Lunches Ward Grants to deliver a free hot Christmas meal scheme across Folkestone in partnership with the Three Hills Community Hub.***

## 2. PROJECT DEVELOPMENT

- 2.1 Further to the above resolution and initial communications with Three Hills Sports Park to enquire about their ability to prepare meals and to gauge their interest in being involved via the community hub, the Communities & Events Officer emailed all 15 Folkestone Schools on 25<sup>th</sup> November providing comprehensive details of the proposed scheme and asked them to identify the number of pupils most in need and the size of their corresponding families.
- 2.2 Local schools were asked to identify numbers of most disadvantaged and vulnerable pupils and their families to ensure anonymity of recipients, facilitating delivery of this project in a sensitive and discreet manner.
- 2.3 The Town Clerk, Town Mayor and Communities and Events Officer met with the Three Hills Sports Park Business Development and Corporate Services Manager on 27<sup>th</sup> November to consider how the project would be coordinated and agree individual responsibilities / actions. A draft plan was finalised.
- 2.4 A comprehensive strategy was subsequently developed which enabled more than 80 vulnerable families from 9 schools to be reached across Folkestone (recipients data was collected and collated by FTC to facilitate our subsequent coordination and delivery of the project), with a total of 3,680 meal vouchers being printed, allocated and distributed for hot meals to be received over 10 days leading up to and after Christmas from three outdoor sites, Three Hills Sports Park, Turner Free School and St Eanswythes School.
- 2.5 Folkestone Town Council worked in partnership with the Three Hills Community Hub where food was prepared, cooked and placed in containers ready for distribution and following strict food health and hygiene standards, food preparation guidelines and whilst also observing all Covid-19 regulations and guidelines in respect of providing this service.

- 2.6 This projects success was achieved largely due to partnership working, through effective community collaboration and from the generosity of sponsors, being, SAGA colleagues (£500), The Roger DeHaan Charitable Trust (£1,000) and the donations of produce from, Asda, Morrisons, Sainsburys and Tesco. Volunteers from with The Fire and Rescue Service, Royal Gurkha Rifles Regiment, St Eanswythes School and the Community Hub also hugely supported the scheme in distributing meals at each of the three designated sites.
- 2.7 The scheme was also able to reach unexpected vulnerable recipients with surplus daily meals distributed to the elderly, homeless and lorry drivers stranded on the motorway.
- 2.8 Supported by Town Councillors Ward Grants, we were also able to provide Christmas gifts to children most in need.
- 2.9 The objectives included, but were not limited to:
- Promoting physical wellbeing within Folkestone.
  - Representing the interests of local families.
  - Engaging with the local community and encouraging civic pride.

### 3. FUNDING / COSTS

- 3.1 The costs for the Festive Hot Meal Scheme provision in 2020 are listed below (3.2).

3.2

<i>Three Hills Sports Park - Food Provision and Utilities</i>	£1944.85
<i>Insulated Large Food Storage Bags</i>	£153.00
<i>PPE &amp; Hand Sanitiser</i>	£115.38
<i>Voucher Printing</i>	£243.61
<b>£2,456.84</b>	

- 3.3 There is £6,029.78 budget remaining further to all the above costs.

#### 4. REMAINING BUDGET AND POTENTIAL SUBSEQUENT SCHEME

- 4.1 The Communities & Events Officer is currently pursuing the viability of current suggested follow up schemes and making the associated enquiries (summary and exact costings to be presented at the meeting).
- 4.2 A project already identified as sustainable is to provide food hampers to include easy and healthy recipe idea cards and packets of seeds (donated by United Response) to encourage 'grow your own'.
- 4.3 Morrison's retail 'Food Boxes' (see below) which FTC could purchase and have delivered to individual addresses of eligible families further to them indicating they wish to receive one.
- 4.4 Schools would be contacted with details to facilitate their promotion of the initiative through their available channels and enabling them to inform the vulnerable families within their individual settings that they currently have identified.
- 4.5 Any such scheme could also be advertised on our website, social media platforms and in the local press. It would be stated that there is a finite number of hampers available and they would therefore be distributed to those eligible on a first come first served basis.



#### 5 Meals to Feed a Family of 4 £30.00 Box

Enjoy tasty dishes made from scratch, without the planning and hassle with our refreshed 5 Meals to Feed a Family of 4 Box with 5 new recipes.



## **5. CONCLUSION**

- 5.1 Though it was agreed at the debrief meeting that the Festive Hot Meal scheme was well executed and successful, especially given the challenges that were presented ahead of its launch including the limited time to coordinate and the announcement of Tier 4 restrictions with subsequent loss of some volunteers, it was identified that a significantly longer 'lead-in' time would be required if any similar projects were to be repeated in the future.
- 5.2 The Committee are asked to determine if they wish to support any further schemes to continue assisting vulnerable and disadvantaged families in Folkestone, utilising the remainder of the budget during the coronavirus pandemic.