

Folkestone Town Council



The Town Hall,
1-2 Guildhall Street,
Folkestone,
Kent, CT20 1DY
Telephone: (01303) 257946
www.folkestoneetc.kentparishes.gov.uk

Date of publication: 26 March 2019

AGENDA

Meeting: **Community Services Committee**
Date: **2 April 2019 (Tuesday)**
Time: **7.00 p.m.**
Place: **Town Council Offices, The 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.

Jennifer Childs
Town Clerk

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 5 February 2019 and to authorise the Chairman of the Committee to sign them as a correct record.



4. CCTV REPORT CS/19/246

The committee is asked to receive and consider the attached report.

5. FOLKESTONE MUSEUM REPORT CS/19/247

The committee is asked to receive and note the attached report.

6. ARMED FORCES DAY CS/19/248

The Committee is asked to receive and note the attached report.

7. CHRISTMAS LIGHTING AND FESTIVITIES REPORT CS/19/249

The committee is asked to receive and note the attached report.

8. TREE PLANTING UPDATE AND TREE WATERING /ADOPTION SCHEME

The Communities & Events Officer will provide an update in respect of the delivery and progress of the 2018/19 Tree Planting Schedule in partnership with KCC. Members views are sought.

9. SOUTH & SOUTH EAST IN BLOOM

Members are asked to consider if they wish Folkestone Town Council to enter the Parishes in Bloom Pilot programme (information paper attached).

10. FLOWER AND SHRUB BED MAINTENANCE 2019/20

The Committee is asked to approve the release of £32,500 from the 2019/20 Parks, Gardens & Recs budget for the annual shrub and flower bed maintenance.

11. DATE OF NEXT MEETING – 4 June 2019

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 5th February 2019 at 7pm.

Present: Councillors A Berry, J Collier, P Gane, M Lawes, P West and R West (Chair)

In attendance: Vicky Deakin – Communities and Events Officer

1019. APOLOGIES FOR ABSENCE

Apologies were received from Councillors E Arnold, C Sacre & S Wallace.

1020. DECLARATIONS OF INTEREST

There were no declarations of interest.

1021. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 20th November 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 20th November 2018 be received and signed as a correct record.

Proposed: Cllr P Gane

Seconded: Cllr P West

Voting: F:6, Ag:0, Ab:0

1022. CHRISTMAS LIGHTING AND FESTIVITIES

Further to the Christmas Working Group meeting on 7th January and event De-Brief meeting on 8th January, the Communities and Events Officer updated the committee in respect of the Christmas lighting schemes 2018 and the 'Big Switch On' event held on Friday 30 November 2018.

The committee were advised that a full report in respect of Christmas Lighting and Christmas festivities will be brought to the Community Services committee meeting on 2nd April 2019.

Councillors Lawes and Sacre asked that an item be included for consideration to be given to new Christmas lights to be installed on Tontine Street and at The Stade respectively.

Councillor Peter Gane made a suggestion for further consideration at a later date that the Cheriton Christmas lights should be switched on in 2019 on 30th November.

Further to a request by the Christmas Working Group at its meeting on 7th January 2019 that the Community Services Committee consider adding Martyn Jackson to the Christmas Working Group it was

RESOLVED: That Martyn Jackson be added as an external member of the Christmas Working Group for 2018/19.

Proposed: Cllr J Collier

Seconded: Cllr P Gane

Voting: F:6, Ag:0, Ab:0

1023. TOURISM WEBSITE

Since the Visit Folkestone and Hythe tourism website launched in May 2018, it has been significantly developed and a soft relaunch is proposed this year, ahead of the Easter holiday. The Communities and Events Officer updated the Committee in respect of its overall performance and target audience reached in the last 9 months with feedback received.

1024. CRICKET COACHING

Since 2010 the Community Services Committee has agreed to fund free Kwik Cricket Coaching for all the primary schools in the Town. The coaching has been hugely successful with most schools taking part with an average of 20 children per session. The Committee were asked if it wished to release the £2,100 provided in the Youth Facilities Budget for the cricket coaching to continue in 2019/20.

RESOLVED: That £2,100 be released from the Youth Facilities Budget to provide primary schools cricket coaching in 2019/20.

Proposed: Cllr P Gane

Seconded: Cllr P West

Voting: F:6, Ag:0, Ab:0

1025. ARMED FORCES DAY

Folkestone Town Councils Community Fun Day in support of the national Armed Forces Day has been scheduled for Sunday 30th June 2019. The Communities and Events Officer updated the Committee in respect of other funding applications that have been made to support the budget for this major event which the town council have been delivering for the past 11 years.

The committee were advised that it had been brought to Council's attention that FHDC had appointed an external event coordinator to deliver an AFD Community Fun Day on the same day. As it would not be logistically viable for two organisations to plan and deliver this event, in part due to inevitable duplication and therefore increase of workload with a significant risk of miscommunication and key elements including safety measures being overlooked, it was

RESOLVED: That the Town Clerk formally seek clarification from F & HDC as to what they intend to organise in respect of Armed Forces Day on 30th June 2019.

Proposed: Cllr P Gane

Seconded: Cllr R West

Voting: F:6, Ag:0, Ab:0

1026. FOLKESTONE MUSEUM REPORT CS/19/243

The committee received and noted the report.

1027. DATE OF NEXT MEETING – 2 April 2019

.....Chairman

2 April 2019

This report will be made
public on 26th March 2019

**Folkestone
Town Council**



Report Number **CS/19/246**

To: Community Services Committee
Date: 2nd April 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: CCTV Policy

SUMMARY: This report outlines a proposal to extend the Public Realm CCTV into Cheriton High Street.

REASONS FOR RECOMMENDATION: The increase in anti-social behaviour and break ins.

RECOMMENDATIONS:

- 1) To receive and note report CS/19/246
- 2) To recommend to the Finance & General Purposes Committee that sufficient funding is released from Council's CCTV reserve.

Aims and Objectives – The Council will work in partnership with other bodies, including the Police and Community Safety Officers, to improve the safety and wellbeing of the citizens of Folkestone.

Financial Implications –The Council will need to release funds from its reserves.

Equal Opportunities – Access to all.

1.0 INTRODUCTION

At the meeting of Full Council on the 19th March 2019 it was resolved at minute 1577 that the Town Clerk investigate the costs involved in extending CCTV coverage to include Cheriton High Street due to the increase in anti-social behaviour and break ins to shops etc.

2.0 PROPOSAL

It is proposed that the following would be required to provide a scheme covering Cheriton main shopping area and the indicative upfront price is £12000.

9 Pairs of Ubiquity Links

9 IP66 Weatherproof Boxes with respective clamps

Power to be supplied by existing lighting.

9 POE Switches

8 Cameras

Cameras would be as below:

| No. | Location | Type |
|-----|----------------------------------|---|
| 8 | Cheriton Road, Folkestone, Kent. | 2MP HD PTZ Dome Camera, 360° Pan, 120° Tilt, 23x Zoom |

3.0 PERMISSIONS & ONCOSTS

Permission would be required for use of Lamp columns and power supplies from Kent County Council.

The cost of monitoring if required by Ashford Monitoring Centre is £1500 per annum per camera.

Annual maintenance is circa £500 per annum per camera.

This report will be made
public on 26th March 2019

**Folkestone
Town Council**



Report Number CS/19/247

To: Community Services
Date: 2nd April 2019
Responsible Officer: Town Clerk
Subject: Museum Report

SUMMARY:

Folkestone Museum has been hosting many events, exhibitions, and community engagement opportunities since opening in May 2017. The intent of this report is to summarise the progress between January and March 2019.

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/19/247

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

1. Introduction:

The intent of this report is to summarise the progress of the museum during Q4 2018-19.

2. Conservation and Collection's Care

- 2.1 The audit of the collection inventory is still progressing. Almost every object has been photographed and the contents of boxes and shelves are being compared with old audits to ensure accuracy. Objects for possible display are being noted with the intention of reassessment for conservation needs in the future.
- 2.2 The archaeology collection has been photographed and is in the preliminary stages of reconciliation with digital archives which are still to be fully collated. It is the intention that the Roman and Archaeology cases will be expanded in coming months and objects from our own collection have already been selected. We are awaiting objects for possible display from Canterbury Archaeological Trust and are in talks with Canterbury Archaeological Trust and Dover Museum to ensure any additional interpretation and displays for the Roman and Archaeology cases will include more current excavations and finds.
- 2.3 The archival information relating to the museum is in the final phases of digitisation. A decision will have to be made as to how the material will be catalogued for future use either by date or by object. This material will help us flush out more about Folkestone Museums story, history of donations and the people in the Museum and the donors.
- 2.4 The collections officer is in talks with the Natural History Museum to explore the study of remains of their sample of Dover Hill skeletons which have not been studied in recent history in order to further the story of the 'Finding Aefre' project.
- 2.5 The collections officer is in talks with a lecturer at the Royal Holloway University, London to facilitate research this summer of Pleistocene mammals from the fossil collection.
- 2.6 The collections office has been in talks with a small number of 'treasure' finds that fall within our jurisdiction.
- 2.7 All donations, conservation, and storage management are kept to Spectrum standards.
- 2.8 The collections office has completed the winter deep clean and all objects within the cases remain in good order.

3. Outreach and Education

- 3.1 The education and outreach officer has also been hard at work building school sessions based around the themes of the museum. So far, she has delivered workshops about Smuggling and Pirates, Fossils and Dinosaurs, Anglo-Saxons and Roman Life and Architecture. Between January and March, a total of 1221 children and adults have engaged with our activity programme.

4. Events and Exhibitions to Date

- 4.1 In January, the museum in partnership with Shepway Sports Trust, presented a special symposium exploring the legacy of Folkestone-born Walter Tull.
- 4.2 The current exhibition 'A retrospective' by Shane Record welcomed over 130 people to its launch and several school guided tours by Record himself are scheduled. The museum hosted Seaside themed crafts and activities over the February half term and have more activities planned for the Easter holidays.

5. Upcoming Exhibitions

- 5.1 It is planned to host a Gaswork Site exhibition during June and July.
- 5.2 Talks are underway around hosting a WW1 Baseball exhibition in June to tie in with a re-enactment game at the Three Hills cricket ground.
- 5.3 Talks are also underway around hosting a Puppet exhibition at the end of July to tie in with Charivari.
- 5.4 Talks are also underway around the development of a museum-led exhibition in autumn 2019 to tie in with Eurotunnel's 25th anniversary.
- 5.5 Planning has already begun on exhibitions for 2020, and work is currently on the horizon to collaborate with the Royal College of Physicians for an exhibition on William Harvey.

6. Accreditation

- 6.1 Following receipt of Accreditation by the Arts Council last November, Kent County Council formally gifted the collection to Folkestone Town Council on the 27th February 2019 and a small reception was held by the Mayor with Councillor Mike Hill on the 22nd March.

7. Friends of Folkestone Museum

- 7.1 The friends have set up a quarterly newsletter and the Marketing & Communications Officer is working with them to add a page to the museum website to encourage new members and to advertise events and activities.

8. A Small Sampling of Visitor Feedback

"A very cool place for people to visit"

"Museum is Epic"

"Good start to my Folkestone visit"

This report will be made public on 26 March 2019

**Folkestone
Town Council**



Report Number **CS/19/248**

To: Community Services Committee
Date: 2nd April 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Armed Forces Day 2019 – Community Fun Day Update

SUMMARY: This report outlines plans for Folkestone Town Councils Annual Armed Forces Day Event with Air Display on The Leas.

REASONS FOR RECOMMENDATION:

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

1. The Armed Forces Day event is a free fun day for the townspeople to enjoy whilst supporting the continuation to unite the Service Personnel of the past, present and future with the local community and Cadet Organisations. It further raises awareness of the Armed Forces contribution to the community ensuring Service Personnel are reminded and understand how much they are valued, respected and supported both locally and nationally.
2. The event and associated Air Display support the Councils commitment to the Armed Forces Covenant and its responsibility to give recognition to Service Personnel, Veterans and Cadets past, present and future.
3. To revitalise our town of Folkestone, restore and develop civic pride, regenerate and enhance community spirit and support local military charities, businesses and organisations.

RECOMMENDATIONS:

- 1) To receive report CS/19/248 and note the proposed event programme.
- 2) Approve the release of £3,800 from 2019 Armed Forces Day Budget & £10,000 Air Display Budget for the event.

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 £50,000 supported by Armed Forces Day budget, Air Display budget, New Services Reserve, external funding and sponsorship
Equal Opportunities – Access to all

1. INTRODUCTION

- 1.1** The Council are organising its 11th Armed Forces Day event and air display at The Leas on Sunday 30th June 2019 in consultation with Chris Yates from AMP and with financial support being provided by Folkestone & Hythe District Council.
- 1.2** Following on from last year's successful event and comprehensive entertainment programme including Corps of The Royal Engineers Military Band in the performance arena being very well attended, extremely popular and positively received by local residents, the Council aims to provide another first-class free community event with a full and varied programme of activities and attractions.
- 1.3** The objectives include, but are not limited to:
- Promoting social and physical wellbeing within Folkestone.
 - Forging links between a diverse range of local community groups and organisations such as schools, churches and youth groups
 - Publicise the range of support available to the Armed Forces Community
 - Profile the support of Service Personnel and Veterans to the local community and vis a versa
 - Protecting, promoting and representing the interests of local residents.
 - Organising events that are fun for all the community.
 - Engaging with the local community and encouraging civic pride.

2. CURRENT PROVISION

- 2.1** 2019 will be the 11th year of Council organising such events.

3. THE PROJECT

- 3.1** The Communities & Events Officer together with the Town Clerk in partnership with Cadet Units and local military charities lead on organising the event programme encouraging and inviting local businesses, schools, churches, youth groups and other organisations to be participate ensuring a well promoted, attended and highly successful event is delivered.
- 3.2** The Leas Cliff Bandstand with Arena Performance area will again provide the main entertainment programme venue.
- 3.3** Entertainment will include the confirmed Air Display by the Red Arrows, military bands, performances from local schools, Cadet Unit Tug 'O' War competition, Funfair, street entertainment, Military Parade, Dance Performances and fun for families and all.
- 3.4** Folkestone Town Council are responsible for the Event Management, Safety Plan, Traffic Management and Crowd Control.

4. FUNDING / COSTS

- 4.1** At its meeting on 13th December 2018 the Finance & General Purposes Committee resolved that £10,000 should be made available as a contribution to the Red Arrows to be taken from the 2019/20 New Services Reserve.

In order to host these events again this year, it is recommended that the Council release £10,000 from the Air Display budget and £3,800 from Armed Forces Day budget.

At its cabinet meeting on 13th March, Folkestone & Hythe District Council resolved to financially support Folkestone Town Council with £22,000 for the event and to fund external support from AMP to co-ordinate the aerial elements.

It has subsequently been agreed that FHDC will provide £20,000 to FTC and £5,000 to AMP utilising £2,000 from the original £22,000.

Further to FTC making grant applications, £9,800 has been awarded by the Big Lottery Fund and £5,000 from the MOD to support the event.

Additional external funding and sponsorship is being sought to support delivery.

This report will be made
public on 26 March 2019

**Folkestone
Town Council**



Report Number **CS/19/249**

To: Community Services Committee
Date: 2nd April 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Christmas Lighting

SUMMARY: This report outlines Folkestone Town Councils Christmas Lighting infrastructure.

REASONS FOR RECOMMENDATION:

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

- 1) The Christmas lighting schemes 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/19/249
- 2) Agree that the current Christmas Lighting provision is sufficient and any plans to develop further should be considered in 2020.

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 £51,000 supported by Christmas Lighting Budget
Equal Opportunities – Access to all

1. INTRODUCTION

1.1 The current lighting schemes, particularly in Folkestone Town Centre were significantly updated in 2018.

1.2 The objectives included, but not limited to:

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

2. CURRENT PROVISION

2.1 2019 will be the 7th year of Council's responsibility for the Towns Christmas Lighting schemes.

3. FUNDING / COSTS

3.1 The current budget for Christmas Lighting infrastructure is £51,000.

4. CHRISTMAS LIGHTING REVIEW PROCESS

Now that the service agreement has expired Council needs to determine how it wishes to proceed with the current installed lighting scheme.

4.1 OPTION 1

Maintain the status quo. The costs for 2019 utilising the existing stock (summary and exact costings to be presented at the meeting) are:

2019 Installation, Takedown, Anchor bolt testing, servicing/repairs and Storage circa. £35,000

* Excludes repairs to infrastructure, lights, columns and obsolete trees.

4.2 OPTION 2

Review the entire lighting scheme - consider and determine additional sites for installation.

“Parishes are Blooming”

In 2018 South & South East in Bloom launched Parishes in Bloom as a pilot program to encourage Parishes to get involved in South & South East in Bloom, part of Britain in Bloom. South & South East in Bloom is the regions largest environmental competition and annual program.

Successfully, 15 Parishes entered with all achieving a Silver, Silver Gilt & Gold award, a great start and one which proved that Parishes are thriving and being managed with the environment in mind and working with local people and business to make their community attractive and well maintained for all to see.

Following the Parishes in Bloom success last year it become a permanent category in South & South East in Bloom. This non-competitive category allows for an assessors visit to see what is being achieved under an unpretentious and easy to follow criteria, the assessment is low key with Assessors giving feedback to support further improvement.....if needed.

All participants are invited to the South & South East in Bloom awards to receive recognition for their hard work.

Assessors will visit between mid-June to mid-July and spend an hour or so to identify the work of the Parish under the assessment criteria. The aim of the category is to see what is being achieved and for Parishes to consider getting involved in the wider Britain in Bloom movement along with 1,000's of other communities UK wide.

For your free entry just call or email South & South East in Bloom for an entry form, we would love to hear from you.

South & South East in Bloom,

124 Gravel Hill, Croydon, CR0 5BF

Phone 020 8662 1021

Email: anne@sseib.com or kate@sseib.com

On complete on-line at [InBloom Competition Entry](#)

