

# Folkestone Town Council



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## AGENDA

Meeting: **Community Services Committee**  
Date: **4 June 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. **APPOINTMENT OF CHAIRMAN**  
To appoint a Chairman for the Committee for the 2019/20 Municipal Year.
3. **APPOINTMENT OF VICE CHAIRMAN**  
To appoint a Vice Chairman for the Committee for the 2019/20 Municipal Year.

4. **DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.



**5. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 2<sup>nd</sup> April 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

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

In line with Councils adopted standing orders the Town Clerk has requested that members review the Terms of Reference for the Community Services Committee. Any changes the Committee wish to make will need to be approved by Full Council at a future meeting.

**7. WORKING GROUPS**

The Committee is asked to approve nominations for membership to the 2019/20 working groups, after carefully considering whether a working group is absolutely necessary.

Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision. When delegating authority to a Committee, Sub-Committee or the Town Clerk for delegation to her officers, the legal responsibility for any decisions still remains with Council as a whole corporate body.

Community Events (Volunteers)		Museum (Ambassadors)	
1.	Cllr Peter Gane	1.	Town Mayor
2.	Cllr Roger West	2.	Cllr Roger West
3.	Cllr Conor McConville	3.	Cllr Paul Bingham
4.	Cllr Jonathan Graham	4.	Cllr Michelle Dorrell
5.	Cllr Nicola Keen	5.	Cllr David Horton
6.	Cllr	6.	Cllr
Environment (Champions)			
1.	Allotments - Cllr Roger West	1.	
2.	Fairtrade - Cllr Jackie Meade	2.	
3.	Flowers – Cllr Ann Berry	3.	
4.	Trees - Cllr Richard Wallace	4.	
5.	Plastic - Cllr	5.	
6.	Climate - Cllr	6.	

## 8. FAIRTRADE

Council needs to meet five goals to submit an application to be formally awarded Fairtrade Town Status by the Fairtrade Foundation; some of which have already been achieved. Work towards Goal 4: '*Attract media coverage and popular support for the campaign*' and Goal 5: '*Set up a local Fairtrade steering group is convened to ensure the Fairtrade Town campaign continues to develop and gain new support*' are ongoing.

## 9. CLIMATE CHANGE

As a member of the Cinque Ports, committee is asked to consider facilitating 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

The Intergovernmental Panel on Climate Change (IPCC) released a special report in October 2018<sup>1</sup> on the subject of 'Global Warming of 1.5°C'. The report is an international effort to summarise the current scientific consensus on how society might limit global warming to 1.5 degrees, as well as the likely consequences of this and greater levels of warming. The report states that:

- Human activity has already caused 1°C of warming to the earth.
- To limit warming to 1.5°C it will be necessary to halve global carbon emissions by 2030 and to achieve near-zero net emissions by 2050.
- The consequences of 2°C warming is significantly worse than 1.5°C warming across all areas considered in the report.

At present, humanity is falling far short of the action necessary to limit warming to even 2°C. The likely global failure to achieve this target would result in increasingly severe consequences including very large scale water and food shortages, widespread flooding, heat related morbidity and large scale destruction of the natural world.

These would result in substantial political and economic instability. The magnitude of the changes is difficult to quantify exactly, but the likely results are grave, both internationally and more locally. These changes are already in progress and are likely to severely affect all of society before the end of the century.

## References and notes

1. [www.ipcc.ch/report/sr15/](http://www.ipcc.ch/report/sr15/)
2. [www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbonemissions/](http://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbonemissions/)
3. 33 actions local authorities can take on climate change

**10. SINGLE-USE PLASTIC FREE**

Committee is asked to consider pledging to become a 'single-use plastic free' Council, this would mean phasing out the use of 'single use plastic' (SUP) products such as bottles, cups, cutlery, food containers and drinking straws in all council activities wherever it is reasonable to do so and encouraging other organisations to do the same, by championing alternatives such as reusable water bottles and developing local initiatives under a 'Plastic-Free Folkestone' banner. Attached for further information is a Plastic Free Communities Toolkit.

**11. FOLKESTONE MUSEUM REPORT CS/19/252**

Committee is asked to receive and note report CS/19/252

**12. ARMED FORCES DAY**

The Communities & Events Officer will provide an update on the scheduled programme for the 2019 Armed Forces Day.

**13. FOLKESTONE GREAT WAR BASEBALL GAME**

On the 20<sup>th</sup> November 2018 Minute 1016 Budget 2019/20 – Potential Growth Items recorded that it was resolved that the existing 2018/19 Community Services Committee budget with the following growth item proposals be considered by the Finance & General Purposes Committee on 13 December 2018:

- i. Visitor Services: £2,500
- ii. Local Projects: £2,000
- ii. Parks, Gardens & Recs - Flowerbeds : raised bed planting for Connaught Road/Cheriton Road once cost confirmed with FHDC.

Growth item ii was tentatively set aside to support WW1 commemorations as a request had been made to the then Mayor, Councillor Ann Berry to support a Folkestone Great War Anglo/American Baseball Game alongside a temporary exhibition in the museum as a local team and the Canadian Army team had confirmed they would be keen to be involved.

A grant application was submitted to the grant committee on the 20<sup>th</sup> May 2019 which was unsuccessful. An engagement form has also been received by the organisers for the current Mayor to attend and host the visiting Canadians at the game and exhibition.

The organisers have now advised that sadly without any support these events are likely to be cancelled. Committee is therefore asked whether it wishes to consider supporting these events via a Service Level Agreement from the growth funds.

**14. KCC LIBRARIES**

At the Annual Assembly of the Town of Folkestone on the 21<sup>st</sup> May a question was raised by a member of the public regarding the consultation around a reduction in library opening hours and resources. The Town Clerk has contacted Kent County Council and asked for an update.

**15. SIDNEY COOPER WESTON FOUNTAIN**

At the Annual Assembly of the Town of Folkestone on the 21<sup>st</sup> May a question was raised by a member of the public regarding the relocation of the Sidney Cooper Weston Fountain from the East Cliff to the Harbour. The Town Clerk has contacted Folkestone & Hythe District Council's property department who have advised 'FHDC has no intention to re-position the fountain, nor is it looking to complete any works to the fountain at this time'.

**16. ADDITION OF NAME TO FOLKESTONE SECOND WORLD WAR MEMORIAL**

Folkestone Town Council has been approached by the family of Henry James Savery who served with 'The Royal Tank Regiment, Royal Armoured Corps' in the Second World War and died on 19<sup>th</sup> July 1944 in Normandy. Evidence has been provided showing that Henry James Savery and his parents lived in Folkestone when he was born and it is therefore requested that his name be added to the War Memorial in Folkestone.

**17. CHRISTMAS CRAFT MARKET**

The Town Mayor, Councillor Jackie Meade has asked about the feasibility of a Christmas craft market in Guildhall St / Rendezvous St. The Town Clerk has contacted Folkestone & Hythe District Council who have advised that their market policy will not be completed until at least September 2019 and that they believe that Folkestone Town Centre Management will be holding a Christmas market this year.

**18. DATE OF NEXT MEETING – 6<sup>th</sup> August 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 2<sup>nd</sup> April 2019 at 7pm.**

**Present: Councillors E Arnold (arrived at 19.05hrs), A Berry, J Collier, P Gane, M Lawes, S Wallace, P West and R West (Chair)**

**In attendance: Vicky Deakin – Communities and Events Officer**

### **1028. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Sacre.

### **1029. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1030. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 5<sup>th</sup> February 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting 5<sup>th</sup> February 2019 be received and signed as a correct record.**

Proposed: Cllr P Gane

Seconded: Cllr A Berry

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

Cllr E Arnold arrived at this juncture.

### **1031. CCTV REPORT CS/19/246**

The committee were asked to receive and consider the report.

**RESOLVED: That the committee recommend to the Finance & General Purposes Committee that sufficient budget is released from Council's CCTV Reserve to extend the Public Realm CCTV into Cheriton High Street.**

Proposed: Cllr P Gane

Seconded: Cllr S Wallace

Voting: F:6, Ag:1, Ab:1

**1032. FOLKESTONE MUSEUM REPORT CS/19/247**

The committee were asked to receive and note the report and were advised that HLF have confirmed appointment of the Evaluation Consultant, facilitated by HLF funding, to prepare the overarching project report that the Town Clerk is commencing imminently.

**RESOLVED:** That the committee recommend to the Finance & General Purposes Committee that sufficient budget is released from Council's CCTV Reserve to extend the Public Realm CCTV into Cheriton High Street.

Proposed: Cllr S Wallace

Seconded: Cllr A Berry

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

**1033. ARMED FORCES DAY CS/19/248**

The Committee received and noted the attached report.

**RESOLVED:** That £3,800 Armed Forces Day 2019 Budget and £10,000 Air Display Budget be released.

Proposed: Cllr P Gane

Seconded: Cllr A Berry

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

**1034. CHRISTMAS LIGHTING AND FESTIVITIES REPORT CS/19/249**

The committee received and noted the attached report.

**RESOLVED:**

- i) That the current Christmas Lighting provision is sufficient and any plans to develop further should be considered this year for 2020 implementation.
- ii) That the status quo is maintained utilising the existing stock with any required repairs to infrastructure, lights, columns and obsolete trees to be undertaken on an ad hoc basis.

Proposed: Cllr P Gane

Seconded: Cllr S Wallace

Voting: F:6, Ag:1, Ab:1

**1035. TREE PLANTING UPDATE AND TREE WATERING /ADOPTION SCHEME**

The Communities & Events Officer provided an update in respect of the delivery and progress of the 2018/19 Tree Planting Schedule in partnership with KCC.

**RESOLVED:** That £200 Local Projects Budget be earmarked to support Tree Planting community projects that support the FTC Tree Planting Scheme.

Proposed: Cllr P Gane

Seconded: Cllr R West

Voting: F:3, Ag:3, Ab:1

**1036. SOUTH & SOUTH EAST IN BLOOM**

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

**RESOLVED:** That the Communities & Events Officer submit an application on behalf of FTC entering the Parishes in Bloom Pilot Programme.

Proposed: Cllr S Wallace

Seconded: Cllr A Berry

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

**1037. FLOWER AND SHRUB BED MAINTENANCE 2019/20**

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

**RESOLVED:**

- i) That consideration be given at a later meeting for Pine Way Play Area and The Stade to be included in the 2020/21 Flower and Shrub Bed Maintenance sponsorship.
- ii) That £32,500 be released from the 2019/20 Parks, Gardens & Recs budget for the annual shrub and flower bed maintenance.

Proposed: Cllr S Wallace

Seconded: Cllr P Gane

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

**1038. DATE OF NEXT MEETING – 4 June 2019**

.....Chairman

4 June 2019





## **TERMS OF REFERENCE**

### **Community Services Committee**

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
  - j) cycling and cycle ways
  - k) community transport
  - l) 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) local projects (horticultural, leisure, sport and recreational facilities, Christmas lighting and festivities etc)
  - b) arts and libraries
  - c) education and health
  - d) public order and community safety (CCTV, Community Safety Plan, etc)
  - e) employment and economic development
  - f) management of open spaces and common land
  - g) public parks and gardens, recreation and pleasure grounds
  - h) markets
  - i) public conveniences
  - j) allotments
  - k) Folkestone Museum
3. To consider and make recommendations on:
  - a) bus shelters
  - b) car parking
  - c) Christmas lighting/festivities
  - d) public clocks
  - e) communications (Newsletter, Notice Boards, Website)
  - f) crime prevention

- g) events and Carnival
  - h) tourism and leisure
  - i) seating
  - j) regeneration
  - k) street cleansing
  - l) youth facilities
4. To increase public participation and consultation by developing a “Community Forum” programme.
  5. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council’s budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
  6. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

This report will be made  
public on 28 May 2019

**Folkestone  
Town Council**



Report Number CS/19/252

**To: Community Services**

**Date: 4 June 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 and plans for the museum during Q1 2019-20 against the adopted forward plan.

**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/19/252**

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

## **1. Objective: Partnership Working & Current Audience**

- 1.1 The Audience Development and Outreach Officer has been maintaining our current audience offer by hosting activities in the school holidays. 406 children and their families took part in craft activities and workshops over the two-week Easter break with 200 children completing the Easter trail around the museum. The children also took part in egg and rabbit painting as well as pebble painting and making Easter Bunny masks.
- 1.2 The Audience Development and Outreach Officer has planned a full summer activity programme with a range of interactive and craft workshops. The summer activities are based on the 5 themes of the museum and each week there are crafts and educational workshops, including an outdoor street performance and a bug roadshow.
- 1.3 The Audience Development and Outreach Officer continues to build school sessions based around the themes of the museum with the aim of offering at least one session per week. So far, she has delivered workshops about Smuggling and Pirates, Fossils and Dinosaurs, Anglo-Saxons and Roman Life and Architecture.
- 1.4 The Audience Development and Outreach Officer has also provided bi-lingual guided tours of the museum for 6 French schools.
- 1.5 As part of the development for an offer for special needs organisations, the Audience Development and Outreach Officer has hosted two workshops for a SEN French school group.

## **2. Objective: Planned Activities**

- 2.1 Plans are also currently underway to develop activities in March and April 2020 with Folkestone's Gurkha Community.
- 2.2 A Gaswork Site exhibition is planned during June and July 2019.
- 2.3 A WW1 Baseball exhibition is planned in June 2019 to tie in with a re-enactment game at the Three Hills cricket ground.
- 2.4 At the end of July, we will be hosting a Puppet exhibition to tie in with Charivari.
- 2.5 The Channel Tunnel 25th Anniversary is being marked by a six month exhibition in the temporary exhibition gallery commencing September 2019.
- 2.6 Planning has also begun around hosting an exhibition in collaboration with the Royal College of Physicians on William Harvey next year.

### **3. Objective: Outreach to Schools**

- 3.1 The Audience Development and Outreach Officer has sent out two of the museum's collections based loan boxes that she has developed to local schools.
- 3.2 The boxes have been well received by the schools and have aided the teaching in the classroom. The loan boxes reached 180 students who were unable to visit the museum.
- 3.3 External educators were brought in to deliver outreach sessions in schools linked to inhouse activities for Walter Tull and Operation Armistice and good feedback was received from the teachers present.

### **4. Objective: Informal Learning Sessions**

- 4.1 The Friends of Folkestone Museum have set up a quarterly newsletter and the Marketing & Communications Officer has been working with them to add a page to the museum website to encourage new members and to advertise events and activities.
- 4.2 The Friends of Folkestone Museum have held talks on a variety of topics linked to other exhibitions, activities & events since January 2019. The talks have been well attended and the Friends have received good feedback from the guests.
- 4.3 The Marketing & Communications Officer is currently arranging a social media training session for the Friends.

### **5. Objective: Evaluation & Planning**

- 5.1 Folkestone Town Hall & Museum has been accredited by Visit England as a Quality Assured Visitor Attraction (VAQAS); this offers our visitors the reassurance of an official endorsement certifying our premises and customer care meets national standards.
- 5.2 The Town Clerk has commenced the review of the Forward Plan and is prioritising objectives that need to be completed by the 31<sup>st</sup> March 2020 to ensure compliance with the Heritage Lottery Fund HEART project grant terms and conditions.
- 5.3 Following approval by HLF, Tricolor have been commissioned to deliver the Evaluation Plan of the HEART project.

**6. Objective: Temporary Exhibitions + Associated Events**

- 6.1 In January, the museum presented a special symposium exploring the legacy of Folkestone-born Walter Tull which welcomed 200 guests to discuss and debate the issue of racism in sport.
- 6.2 The current exhibition 'A retrospective' by Shane Record welcomed over 130 people to its launch. Shane Record has also provided guided tours of his exhibition to 301 primary school children.

**7. Objective: Staff and Volunteer Development**

- 7.1 A volunteer audit has commenced with the aim of developing a training programme and matches skills to museum tasks. The Town Clerk is currently looking into the Investing in Volunteers Quality Standard programme.
- 7.2 As part of our staff development programme, the Collections Officer and the Audience Development and Outreach Officer attended the Museum & Heritage Show in London. A lot of information was gathered, and networks developed.

**8. Objective: Collections Access, Development and Management**

- 8.1 The audit of the collection inventory is still progressing. Virtually every object has been photographed and the contents of boxes and shelves are being compared with old audits by the volunteers to ensure accuracy. Objects for possible future display have been noted with the intention of reassessment for conservation needs.
- 8.2 The archaeology collection has been photographed and is in the preliminary stages of reconciliation with digital archives which are still to be fully collated.
- 8.3 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.

**9. Objective: Conservation**

- 9.1 To ensure the ongoing care of the collections all donations, conservation, and storage management are kept to Spectrum standards.
- 9.2 The collections officer has completed the winter deep clean and all objects within the cases remain in good order.

- 9.3 The Roman and Archaeology cases are being expanded in the coming months with objects from our own collection and objects from the Canterbury Archaeological Trust.
- 9.4 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.
- 9.5 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.
- 9.6 The collections office has been in talks with a small number of 'treasure' finds that fall within our jurisdiction.

## **10. Objective: Capital Works/Externally Funded Projects**

- 10.1 Large print guides have been developed in-house for all the wall based interpretation.
- 10.2 Plans to develop an Audio tour are underway.

## **11. Objective: Resilience**

- 11.1 The museum merchandise is currently being reviewed and new stock is being considered.
- 11.2 The collections officer is working on the development of a museum themed colouring book as part of our developing health and well-being programme.
- 11.3 Once resource is available more paid activities such as collection evenings, fun fact filled events, drama and murder mystery will be developed.

## **12. Objective: Building Management**

- 12.1 Following the annual air handling unit check the filters have been replaced.
- 12.2 The heating system has had its annual service.
- 12.3 The DX Air Conditioning System has had an annual service following the replacement of the faulty external chiller unit.
- 12.4 The Collections Officer has checked the AV hardware and a repair of the Morse Code interactive has been scheduled.

- 12.5 The Collections Officer and the Audience Development and Outreach Officer have commenced the annual condition check of education packs and resources to ascertain additional items required to deliver the planned activities.
- 12.6 The annual check to ensure that all paintings are securely fixed to the wall has been completed.
- 12.7 The annual condition check of paintings has been completed and paintings requiring conservation are being listed.
- 12.8 The annual review of the interpretation materials has been completed and some labels have been replaced.