

Folkestone Town Council



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AGENDA

Meeting: **Community Services Committee**
Date: **1 October 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 6 August 2019 and to authorise the Chairman of the Committee to sign them as a correct record.



4. FOLKESTONE MUSEUM REPORT

The Committee is asked to receive and note Report CS/19/254.

5. ALLOTMENTS ANNUAL RENT REVIEW

The Committee is asked to receive and approve Report CS/19/255.

6. BUS SHELTERS REPORT

The Committee is asked to receive and approve Report CS/19/256.

7. TREES 2019/20

At the last Committee meeting it was resolved: *'That up to £8,000 be released from the Tree Planting Budget to implement the Tree Planting Schedule'*. Further to subsequent additional site suggestions and KCC undertaking site inspections to establish viable planting locations, Members are asked to consider if it wishes to approve and finalise the draft Tree Planting Schedule 2019/20 (to be presented by the Communities & Events Officer at the meeting further to liaising with Cllr Richard Wallace – Environment Working Group – Tree Champion) and instruct KCC to commence works.

8. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

The Communities and Events Officer will provide a comprehensive update in respect of the implications and responsibilities of Folkestone Town Council being a Charter Champion, National Tree Week, Tree Charter Day and potential projects to help build the movement and create a legacy for the Tree Charter in our Community further to feedback and suggestions from Members.

9. LITTER BINS

The Communities & Events Officer will provide an update in respect of costs to replace and/or restore litter bins. Members are asked for details of any damaged blue and gold bins in their Wards.

10. MY FOLKESTONE APP

Council have been asked to participate in the discover section of the My Folkestone app, the cost is £199 per month and therefore members views are sought (further information is attached).

11. CINQUE PORTS COASTAL ROWING CHALLENGE

Council have been asked to participate in the Cinque Ports Coastal Rowing Challenge (further information is attached) and therefore members views are sought as potential budget needs to be identified.

12. TREASURE ACT 1996: 2017 T736 EARLY MEDIEVAL GOLD PENDANT FROM ELHAM, KENT

Folkestone Museum expressed interest in acquiring this pendant through the Treasure process as part of our Collections Development Policy. In July it was valued by the Treasure Valuation Committee at £1,100. The landowner has generously waived any claim to a reward, so the museum can acquire the pendant for £550, members views are therefore sought.

13. BUDGET 2020/21 – POTENTIAL GROWTH ITEMS

At this juncture the Committee is asked to consider proposals for possible growth items and non-recurring revenue expenditure for Community Services for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at its meeting on the 19th December 2019.

14. DATE OF NEXT MEETING – 19 November 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 6th August 2019 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Michelle Dorrell, Peter Gane, Belinda Walker and Roger West.

In attendance: Vicky Deakin – Communities and Events Officer

1057. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Graham.

1058. DECLARATIONS OF INTEREST

Cllr Roger West declared a personal interest in relation to the Youth Festival of Remembrance and both Cllrs Abena Akuffo-Kelly & Michelle Dorrell a personal interest on Item 9 Allotment Rules.

1059. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 4th June 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 4th June 2019 be received and signed as a correct record.

Proposed: Cllr Ann Berry

Seconded: Cllr Peter Gane

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

1060. YOUTH FESTIVAL OF REMEMBRANCE

The Town Council has financially supported the Youth Festival of Remembrance since it was established. At its meeting on 3rd October 2017 the Community Services Committee resolved: *'That FTC wishes to support local cadets in providing an opportunity for them to take part in an annual youth/cadet event with the Youth Festival of Remembrance to receive £2,000 annual funding from the Youth Facilities Budget to facilitate this with immediate effect'*.

The Committee currently has £2,000 earmarked in Youth Facilities and was asked if it wished to release the funds from the 2019/20 budget.

RESOLVED: That £2,000 be released from the Youth Facilities Budget to support the Youth Festival of Remembrance.

Proposed: Cllr P Gane

Seconded: Cllr M Dorrell

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

1061. TREES 2019/20

Further to a draft Tree Planting Schedule being developed, the Committee were invited to consider proposals for additional sites. Members were asked to send any suggestions for tree sites in their wards to Councillor Richard Wallace and / or Vicky Deakin (Communities & Events Officer) to be reviewed by KCC prior to them being put to committee in October when the Tree Planting Schedule will be finalised.

RESOLVED: That up to £8,000 be released from the Tree Planting Budget to implement the Tree Planting Schedule.

Proposed: Cllr P Gane

Seconded: Cllr A Berry

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

1062. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE

At its meeting on 3rd October 2017 the Community Services Committee resolved '*To become a 'Champion' for the scheme, sign up to the Charter and also apply for a Legacy Tree*'.

It was agreed that the Communities and Events Officer will provide a comprehensive update in respect of the implications and responsibilities of Folkestone Town Council being a Charter Champion, National Tree Week, Tree Charter Day and potential projects to help build the movement and create a legacy for the Tree Charter in our Community further to feedback and suggestions from Members at the Community Services Committee meeting on 1st October 2019.

1063. NOTICE OF MOTION

The following 'Notice of Motion's' were put forward by Councillor Abena Akuffo-Kelly for consideration by Members with their views subsequently detailed:

- *'to request Folkestone & Hythe District Council reduce the price of parking or make parking free on set days to increase footfall in the town'.*

Cllr Peter Gane advised that Cllr Akuffo-Kelly approach F & HDC as the responsible authority in respect of raising this at their next Full council meeting.

- *Councillor Abena Akuffo-Kelly would like to move a motion to review the bus shelters in the town and undertake a programme of repairs via a business sponsorship scheme.*

Members agreed to consider this proposal under the Bus Shelter Item 8.

- *Councillor Abena Akuffo-Kelly would like to move a motion to enter into dialogue with Kent County Council regarding bringing Folkestone library services under the control of Folkestone Town Council.*

Members agreed that this should be deferred to Full Council for consideration.

Councillor Abena Akuffo-Kelly would like to move a motion regarding setting a timetable for making Folkestone Town Council a more climate-conscious council.

Members agreed that this should be deferred to Full Council including the formation of a 'Climate Committee' to be considered.

Councillor Abena Akuffo-Kelly would like to move a motion regarding the diversification of Town Council funds to enable more cultural events such as bringing Pride in-house.

It was agreed that Members would bring forward suggestions to the next Community Services Committee meeting for more diverse and cultural events to be considered for inclusion on the current events calendar.

1064. BUS SHELTERS

The Town Clerk has applied to Kent County Council under its Parish Bus Stop Shelter Grant Scheme for 2019-2020, if the applications are successful then match funding would be required. Councillor Belinda Walker recommended three shelters one in Central Ward and two in Cheriton which have been requested by members of the public and organisations and are supported by Stagecoach and Folkestone & Hythe District Council.

Members agreed that proposals should be considered at the next meeting with an update and additional information to be available further to the Town Clerk's current and ongoing research

1065. ALLOTMENTS RULES

The Committee is asked to receive and approve Allotment Rules v10 which includes additional items at number 5.

RESOLVED: That Allotment Rules v10 is received and approved.

Proposed: Cllr P Gane

Seconded: Cllr M Dorrell

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

1066. BT PUBLIC PAYPHONE REMOVALS

The Committees views were sought on this Community Consultation with responses to be submitted by Friday 9th August, 2019.

After much debate, it was agreed that any phone boxes in central areas of Folkestone or with high footfall should be considered for defibrillator installation. The Committee suggested that the BP Garage/Marks and Spencer, Cheriton High Street should be approached to ascertain if they would be amenable to Folkestone Town Council providing a defibrillator to their site.

Further to Member consideration it was

RESOLVED: That the phone box on Cheriton High Street (opposite Firs Lane) should continue to house a public payphone as it is relatively highly used.

Proposed: Cllr P Gane
Seconded: Cllr B Walker
Voting: F:7, Ag:0, Ab:0

1067. WORKING GROUPS 2019/20

At its meeting on 13 June 2019 the Finance & General Purposes Committee confirmed the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2019/20 Municipal Year. As Councillor R West is chair of both the Community Services and Grants Committees, it was agreed that he should be included as Chair of the Grants Committee and Community Services should be represented by its Vice-Chair, Councillor P Bingham.

The Committee were asked to consider and elect a substitute.

RESOLVED: That Cllr Akuffo-Kelly be appointed as a substitute for the F & HDC / FTC Working Group.

Proposed: Cllr M Dorrell
Seconded: Cllr P Bingham
Voting: F:7, Ag:0, Ab:0

1068. FOLKESTONE MUSEUM ADVISORY GROUP

A member from the museum working group is required to attend the FMAG together with the Mayor, and therefore, a nomination was therefore sought.

RESOLVED: That Cllr Bingham be the elected representative of the Museum Working Group to attend FMAG meetings.

Proposed: Cllr M Dorrell
Seconded: Cllr P Bingham
Voting: F:7, Ag:0, Ab:0

1069. LITTER BINS

Councillor Ray Field has highlighted some damaged bins in Harbour Ward, one of which belongs to FTC, it is proposed that this bin is replaced with a larger capacity bin and costs are being sought.

It was agreed that the Communities & Events Officer would establish costs and provide details at the next Committee meeting with Members also advising if there are any other damaged blue and gold bins in their wards at this meeting.

1070. BUDGET

The Committee were asked to consider any proposals they wish to make for the Community Services Budget 2020/21 and to bring them forward at the next meeting on 1st October 2019.

1071. DATE OF NEXT MEETING – 1st October 2019

.....Chairman

1 October 2019

This report will be made public
on 24th September 2019

**Folkestone
Town Council**



Report Number CS/19/254

To: Community Services
Date: 1st October 2019
Responsible Officer: Town Clerk
Subject: Museum

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 during Q2 2019-20 against the adopted forward plan and highlight the plans for delivering the remaining objectives for the HLF HEART Project by March 2020.

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/19/254

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 In May, the museum welcomed 6 school groups from Boulogne and hosted a workshop for the Beacon School, this workshop focused on fossils and object handling. In addition, we hosted an exhibition by local artist, Shane Record. Shane offered guided tours of his work for local primary school. The Audience Development and Outreach Officer also led on 2 Roman Architecture and 1 Anglo Saxon workshops. In the half term we held bugs and butterfly craft afternoons. 535 visitors engaged in activities.

- 1.2 In June, we ran more bugs and butterfly workshops and hosted a Year 8 German class, they looked at Fossils and Romans. 176 visitors engaged in activities.

- 1.3 The summer holidays activity programme was themed each week.

The 1st week focused on Art, during this week we had a mindfulness colouring session which was aimed at SEND groups. The second activity was a workshop to make clay bugs and butterflies run by the Little Art Room.

The 2nd week was Victorian, and we hosted 3 Punch & Judy Puppet Shows, a Victorian egg decorating workshop and a postcard making workshop.

The 3rd week was Nature week, this week the museum invited the Bug Roadshow to host an activity day, the museum had 592 visitors during opening hours on this day. We also held a few family crafts during this week including a Decoupage Bunny session, Stained Glass Craft and a Butterfly Habitat workshop.

The 4th week was Archaeology Week and the museum hosted the Time Travellers and delivered in-house workshops including an Anglo-Saxon jewellery workshop and the Time Travellers hosted Pre-history and Roman workshops.

The 5th week was Dinosaur week, as well as crafts and a fossil roadshow, we hosted a performance from the outdoor theatre company rent-a-dinosaur. The company performed 5 shows and attracted 2000 visitors to the museum.

The final week of the summer holidays was Maritime Week, during this week we had a smuggler visit and pirate crafts for families.

Over July and August, the museum had **4,624** visitors participate in activities and recruited 5 new volunteers to support the busy summer holiday events programme, these volunteers are also on standby for future events in the museum.

- 1.4 In September, the museum will be hosting curriculum based educational workshops.

- 1.5 Our freelance curator has held consultations for a Folkestone story mat, participants included the Town Mayor, Year 6 children, members of the public from outside the museum, Folkestone MIND clients, Friends of Folkestone Museum and council officers
- 1.6 Two Halloween workshops are planned for the October half term.

2. Objective: Planned Activities

- 2.1 Folkestone Mind and Headway have put forward the idea of a future photography exhibition by their clients, either to display in the museum or on the museum's website. This would involve clients from these charities undertaking guided walks organised by the museum in which they can take photographs and then undertake research which tie into the museum's five key themes. Fashionable Folkestone and Maritime Folkestone has been identified as the two main themes that the clients would find the most interesting and relevant. It is hoped that this project can be arranged to begin in early 2020 .
- 2.2 A meeting with the Nepalese community representative, in August 2019 has identified a 'living history' project collaboration between museum and the Nepalese community in Folkestone. This will take the form of digitally recording the experiences of 3 different Nepalese groups: first generation Nepalese immigrants, serving Gurkha soldiers and second generation British-Nepalese to explore how immigration and settlement in Folkestone has impacted upon Nepalese cultural attitudes and identity. The museum has audio and visual recording equipment to complete the project and a museum volunteer should be able to undertake the recording aspects of the project after training. A further meeting with the wider Nepalese community elders has been arranged for 27th September in order to further relationships and to discuss the project further. For spring/summer 2020, it has been suggested that a Nepalese 'World in a Tent' event could be held at the museum in which exhibitions of Nepalese puppetry, music, dance and story-telling are on display. This will also be discussed at the meeting on 27th.
- 2.3 Local scout & guide groups have indicated an interest in a partnership with the museum in order to assist cubs/scouts/brownies/guides to achieve their heritage badge (or equivalent).
- 2.4 Hythe Local History Museum has also indicated a desire to be involved in the partnership in respect of local Hythe scouts and guides. A meeting has been arranged with the curator of Hythe Local History Museum on 1st October to discuss this further, alongside representatives from both Folkestone & Hythe scouts/guides. It is likely that museum's input will be to develop 'a history pack' to support and tie in with the heritage badge programme requirements.

- 2.5 Subject to HLF approval it is proposed that a temporary interactive archaeological laboratory is established in the Education Room during UK Science Week, from 6th-14th March 2020. Ahead of this a range of analysis will be conducted on Anglo-Saxon remains and finds from Folkestone; the results of this work will be presented and interpreted during science week to a wide audience of all ages.
- 2.6 The preliminary analysis will include study of the reputed relics of St Eanswythe held in the nearby parish church. A faculty has been obtained to study these remains from the Church of England. This will include a full osteological study of the bones, radiocarbon dating, stable isotope analysis and, potentially, DNA. These bones of a young woman are potentially those of Eanswythe, patron saint of Folkestone and a member of the Kentish royal dynasty, who died around the middle of the 7th century AD. Potentially of international importance, they also provide a potential comparator to 'Aefre', the woman from the 6th century grave 4 at Dover Hill, Folkestone, whose skeleton forms a centrepiece to the museum's archaeological collection.
- 2.7 The faculty does not allow for the removal of the relics from the church (other than small samples for scientific testing). Therefore, this work will be carried out within the church during the latter part of 2019. The work will be fully documented, including with film and photography, with a range of specialists carrying out analysis and conservation assessment. The results obtained will then be compared to those from 'Aefre', and a range of interpretative displays (including both printed and digital outputs) will be created to present and contrast the results from these two individuals. This will be combined with analysis and interpretation of some of the finds from the Dover Hill Anglo-Saxon cemetery. A focus here will be on exotic materials within the collection, notably Sri Lankan garnets, Egyptian cowrie shells, Persian amethysts and Baltic amber. Information will be provided on the origin of these materials, including the contemporary cultural context in which they were sourced, as well as on the likely route they would have taken to reach Folkestone.
- 2.8 This work will culminate with the establishment of 'CSI:Folkestone' in the Education Room from Friday 6th to Saturday 14th of March 2020 (coinciding with UK Science Week). CSI in this context stands for 'Community Science Investigation', and the model for this is the award-winning CSI: Sittingbourne that has been run in a shopping mall in Sittingbourne by Dana Goodburn-Brown in recent years. Dana and an assistant will set up and run an interactive archaeological conservation lab during this week, which will be open to members of the public and school parties. During the week, Dana will lead work on the conservation of a range of items from the museum collections, principally items from the Dover Hill Anglo-Saxon cemetery. Members of the public will be able to view this work being carried out, and to talk with Dana and her assistant about the work.

- 2.9 In addition, a series of visual displays, both printed and digital, will present the results of analysis on 'Aefre', the possible relics of Eanswythe, and the Dover Hill cemetery and finds, exploring themes of Anglo-Saxon women, culture and connections with the wider world. These will be supplemented by a series of talks, workshops and activities exploring what scientific analysis can tell us about human remains and material culture, and about ancient craftworking and art, plus drop-in sessions for people to bring along items they have found for identification and, if necessary, recording. These activities will be aimed at the widest possible audience, including those from minority ethnic backgrounds, who it is hoped will be inspired by the connections between Folkestone's heritage and the wider world. The aim will be to create an exhibition that can subsequently be toured around other venues in Kent (or beyond). Overall, this activity is designed to address multiple aspects of the Folkestone HEART activity plan. It will also contribute to the other activities within the Action Plan, including conservation, schools work, and enhanced interpretation in the galleries. Finally, the revealing and presentation of the results on the analysis of the possible relics of St Eanswythe should draw considerable media interest, especially if the results do suggest that the bones are indeed those of Folkestone's patron saint.

3. Objective: Outreach to Schools and Harder to Reach Groups

- 3.1 The first loan box went out to Castle Hill Primary School with an activity pack.
- 3.2 As part of the development of our offer for harder to reach audiences contact has been established with the following secondary schools in the Folkestone area: Turner Free School, Goldwyn School (SEN), Folkestone School for Girls and Harvey Grammar School. To date, there has been minimal response from the remaining secondary or SEN schools in the Folkestone area and attempts to establish contact remains ongoing. A new strategy of direct phone calls and visits will be implemented at the end of September 2019 to establish contact with these schools. A meeting with the head of history at Turner Free School in July 2019 identified the following areas in which the museum can provide direct learning support: Ancient Folkestone, Frontline Folkestone and Fashionable Folkestone.
- 3.3 During the meeting and in follow up emails it was decided that handling boxes which could be borrowed by schools would be the most appropriate method of delivering learning outcomes. An Ancient Folkestone handling box has been developed in line with the KS3 National Curriculum and is now available for loan. It includes a variety of replica artefacts (including some sensory objects) from the Roman and Saxon periods, full teacher's notes on the artefacts included and a power-point outlining the development of Folkestone between c.100 BCE and 1100 CE. A Frontline Folkestone handling box is now under development and it is estimated that this will be available for loan from October 2019.

- 3.4 A meeting has been provisionally arranged with the new history teacher at the Goldwyn School, with a view to discussing the needs and learning requirements of SEN students. Provisionally, this may include adapting or re-designing handling boxes to include a wider range of sensory and tactile items, providing extra 'scaffolding' in the form of further information and developing a range of student-focussed activities centred around key artefacts to encourage interaction and learning.
- 3.5 Since the start of the new academic year Folkestone School for Girls and Harvey Grammar School have also indicated a strong interest in handling boxes and meetings with history teachers are in the process of being organised for early October to discuss requirements.
- 3.6 So far, contact has been established with the following Special Needs and Hard to Reach Groups in Folkestone: Headway, Folkestone Mind, Age UK, the Gurkhas, KRAN (Kent Refugee Action Network), local Scouting and Guiding groups. Representatives from Folkestone Mind, Age UK, the Gurkha community and scouting all attended the recent Folkestone Museum story mat sessions and have indicated a strong interest in borrowing the mat once it is completed in February 2020. Further projects include a 'seaside memories' resource with Age UK, to be designed to encourage reminiscence and to stimulate memories of childhood.
- 3.7 Another project is to further develop a partnership programme between the museum and Living Words (a local arts and dementia charity) with Age UK. The aim is for a museum representative and a representative from Living Words to work together to go out to Age UK Centres in the area (and eventually local care homes) with a small selection of 20th century objects which can be used to promote talking in late stage dementia suffers using Living Words 'Listen Out Loud' methodology. Contact between Age UK, Folkestone Museum and Living Words has been established and discussions on this project are ongoing.

4. Objective: Informal Learning Sessions

- 4.1 The Friends of Folkestone Museum hosted 2 talks in May, and 2 in June, one celebrated the work of HG Wells and the other discussed Folkestone's role in the Treaty of Versailles.

5. Objective: Evaluation & Planning

- 5.1 The Town Clerk and the freelance curator have been assessing objectives that need to be completed by the 30th March 2020 to ensure compliance with the Heritage Lottery Fund HEART project grant terms and conditions. Attached at Appendix A is a table covering all areas that we believe need additional work to

meet the project objectives several of which are covered within this report but are subject to HLF approval.

6. Objective: Temporary Exhibitions + Associated Events

- 6.1 The Gasworks Exhibition was launched on the 27th June 2019.
- 6.2 In June, a WW1 Baseball exhibition was held to tie in with a re-enactment game at the Three Hills cricket ground.
- 6.3 At the end of July, we hosted a Puppet exhibition to tie in with Charivari.
- 6.4 The current exhibition has been developed in partnership with Eurotunnel staff since May, 'Eurotunnel 25 years' exhibition was opened by Councillor Ray Field with a private view on the 13th September. In October, the museum will see the start of 10 Eurotunnel workshops, which will run until the end of the temporary exhibition in March 2020. It is anticipated that 300 students will benefit from the sessions with the Eurotunnel training manager .

7. Objective: Staff and Volunteer Development

- 7.1 Volunteering at the museum has been identified as another key area of outreach and volunteering opportunities have been re-advertised locally over the past few weeks. So far, there has been an uptake of around six people and the next stage of promotion will be towards local charities such as Mind UK and Headway in order to engage a wider range of volunteers.
- 7.2 A possible partnership with East Kent College has been mooted as part of their enterprise and business learning programme and three East Kent College students have indicated an interest in volunteering. A volunteering plan and training package is expected to be developed for early October with the first volunteers beginning in early November 2019.
- 7.3 As part of our staff development programme, CAT will provide a series of training events for museum staff and volunteers, aimed at raising awareness and skills around archaeology. This will include a training day specifically focussed on the sites and collections from East Wear Bay (including Folkestone Roman villa) and the Dover Hill Anglo-Saxon cemetery. Other topics will include the archaeology of Folkestone, as well as archaeology and archaeological community engagement and education. These will be offered as a series of workshops that can be fitted into half-day or one day sessions.

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.

8.2

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 Roman and Archaeology cases are being expanded in the coming months with objects from our own collection and objects from the Canterbury Archaeological Trust. Conservation of the archaeological collections is not explicitly outlined as a separate activity in the Action Plan, but it is highlighted elsewhere in the project deliverables and is clearly a vital outcome of the project. It is proposed, subject to HLF approval, that a day of Andrew Richardson's time will be funded to assist Dana Goodburn-Brown ACR with the assessment and selection of finds for priority conservation work.
- 9.3 On initial inspections by conservators it has been highlighted that the collection is not packed appropriately and a timetable of repackaging and agreed remedial conservation treatments is needed. Repackaging will also result in capacity for increased access to the collection and will increase awareness of the wonderful items the museum contains and the stories behind them.

10. Objective: Capital Works/Externally Funded Projects

- 10.1 There are some elements of the HLF project that need to be completed by March 2020 including the two archaeology cases in the museum (one on general archaeology, one on Roman Folkestone) both have spare capacity for additional finds and interpretation as access to objects was restricted until they were in our possession.
- 10.2 It is proposed that Canterbury Archaeological Trust take on responsibility for selecting and captioning addition finds, drawn both from the existing museum collections and by loans from archives currently held by CAT, that will be mounted in these cases. In addition, CAT will draft additional text and select images to enhance the displays in these cases.
- 10.3 Furthermore, the text on the video screen in front of the Dover Hill Anglo-Saxon cemetery case will be enhanced. In creating this enhanced interpretation, we will draw upon the analysis and research carried out for the CSI: Folkestone activity described above, with a view to stressing the international origins of much of the locally found material culture on display, with a view to widening the appeal of the displays to diverse audiences.

11. Objective: Resilience

- 11.1 The museum merchandise is currently being reviewed and new stock is being considered.
- 11.2 A museum themed colouring book is being developed as part of our health and well-being programme.
- 11.3 The museum has applied to be part of the 'Wheels of Time' membership scheme for 2020. This is a badge collecting scheme for museums in Kent that's aims to raise awareness of museums and increase visitor numbers. We have already had several enquiries from families who have visited that participate in the scheme.
- 11.4 A new permanent curator has been appointed and will be in post from the 14th October.

12. Objective: Building Management

- 12.1 The Air Conditioning System has had an annual service following the replacement of the faulty external chiller unit an issue with water flow that was picked up during the very high summer temperatures is currently being investigated.
- 12.2 The Town Clerk has checked the AV hardware, interactives and cabinetry and the Morse Code interactive and two draws have been repaired.
- 12.3 The Audience Development and Outreach Officer has commenced the annual condition check of education packs and resources to ascertain additional items required to deliver the planned activities.

Appendix A

Date	Delivery lead and partners	Activity (and Activity Plan reference)	Description	Learning outcomes	Outputs
October 2019 to Feb 2020	CAT to manage this element, and to source most appropriate supplier.	1.10 Aefre skeleton facial reconstruction	Aefre skeleton facial reconstruction	Improved knowledge and appreciation of heritage	Digital facial reconstruction to use as part of museum displays, on the website and as part of future learning resources Linked community events. See events programme.
Create Volunteer Recruitment Plan September 2019. Increase volunteer numbers and diversity Oct 2019 to March 2020.	Martin Crowther in partnership with Folkestone Museum staff, friends, volunteers and local community groups	1.7 Volunteer recruitment 1.9 New volunteer roles	Increase the number and diversity of volunteers to agreed levels (100 volunteers throughout the project, and approx. 15 at any one time) through a Volunteer Recruitment Plan. Volunteer Recruitment Plan to be created by Martin Crowther, in partnership with Folkestone Museum, and with input and involvement of local community groups including Folkestone MIND, Headway, Folkestone Volunteer Bureau, Friends of Folkestone Museum and Canterbury Archaeological Trust. Consultation already underway. Plan to be approved by end of September 2019. To include new volunteer role descriptions, active recruitment of community volunteers from diverse audiences, and CPD	Volunteers learn new skills and knowledge Improved knowledge and appreciation of heritage Work related learning skills Increased confidence, wellbeing and self-esteem	Increased number and diversity of Folkestone Museum volunteers

			and training opportunities for new and existing volunteers from November 2019 to February 2020.		
<p>August 2019 Create and advertise volunteer training programme</p> <p>November 2019 to March 2020 deliver training</p>	Martin Crowther in partnership with Folkestone Museum staff, friends, volunteers and local community groups	1.8 Volunteer training	<p>Create and deliver 5 half day volunteer training events for Folkestone Museum volunteers as follows:</p> <p>How to welcome and engage with schools and families; How to welcome and engage SEND audiences; Using objects for inspiration and creativity; Creating lively and accessible museum interpretation; Developing activities for schools and families.</p> <p>Create a plan for future volunteer training and CPD with external trainers and site visits</p>	Volunteers develop skills, knowledge and understanding	Volunteer training programme for current and future volunteers
September 2019 to March 2020	Folkestone Museum team	1.8 Cost of Staff and volunteer training	Training and CPD by external training providers (from programme of forthcoming external training events created in August 2019 and regularly updated)	Staff and volunteers develop skills, knowledge and understanding	
September 2019 to March 2020	Folkestone Museum team	1.8 Travel and accommodation for training events	Training and CPD by external training providers (from programme of forthcoming external training events created in August 2019 and regularly updated)	Staff and volunteers develop skills, knowledge and understanding	

By end of September 2019	Martin Crowther in partnership with Folkestone Museum staff, friends, volunteers and local community groups	1.7 Volunteer Policy and procedures	Create updated Volunteer Policy, action plan, and detailed role descriptions for Folkestone Museum volunteers	Volunteers learn more about heritage Volunteers learn new skills	Volunteer Policy and procedures for Folkestone Museum.
Dec 2019	Folkestone Museum team	2.9 Volunteer tea party	Organise volunteer tea party for new and existing volunteers	Volunteers feel valued, have fun	Tea party at museum
Sept 2019	Martin Crowther (Heritage Consultant) in partnership with Folkestone Museum staff	Collections	Working in partnership with the new Curator and collections team, provide training for museum staff and offer recommendations to ensure collections are being cared for and an achievable updated documentation plan is put in place to remove the backlog.	Heritage is being cared for Increased skills and knowledge for staff and volunteers	Recommendations on collections care and removal of backlog
Priority items to be identified by start of Oct 2019 Conservation specialists to be appointed by start Nov 2019 Conservation work to be completed by end Feb 2020	Martin Crowther, working in partnership with the Folkestone Museum team and conservation specialists	Collections	Create priority list of objects for remedial conservation, and arrangement for conservation work to take place through CAT and other specialists. Collections in need of remedial conservation include archaeological metalwork, works on paper, oil paintings, textiles and natural history specimens.	Heritage is being better cared for	Conserved objects ready to go on display Conservation reports
September 2019 to March 2020	Dana Goodburn Brown (conservator)	Conservation of collections and conservation in	Create recommendations on the conservation needs of objects in Folkestone Museum	Heritage is better cared for School children,	Conserved objects ready to go on display

		action public engagement	store. Remedial conservation of priority items of archaeological metalwork, and delivery of a public programme of 'conservation in action' including with visiting secondary schools, using the museum education room as a forensic science lab, as part of Science Week 2020.	adults and families find out about local archaeology and how science can improve our knowledge and understanding of history/archaeology	Conservation reports Development of STEM archaeology activities that can be repeated in future as part of museum's learning programme.
September 2019 to March 2020	Zenzie Tinker (conservator)	Conservation of collections and conservation in action public engagement	Create recommendations on the conservation needs of objects in Folkestone Museum store. Remedial conservation of priority items of archaeological metalwork, and delivery of a public programme of 'conservation in action' including with visiting secondary schools, using the museum education room as a forensic science lab, as part of Science Week 2020.	Heritage is better cared for School children, adults and families find out about local archaeology and how science can improve our knowledge and understanding of history/archaeology	Conserved objects ready to go on display Conservation reports Development of STEM archaeology activities that can be repeated in future as part of museum's learning programme.
September 2019 to March 2020	Marie Le Saux (conservation assistant)	Conservation of collections and conservation in action public engagement	Create recommendations on the conservation needs of objects in Folkestone Museum store. Remedial conservation of priority items of archaeological metalwork, and delivery of a public programme of 'conservation in action' including with visiting secondary schools, using the museum education room as a forensic	Heritage is better cared for School children, adults and families find out about local archaeology and how science can improve our knowledge and understanding of history/archaeology	Conserved objects ready to go on display Conservation reports Development of STEM archaeology activities that can be repeated in future as part of museum's learning programme.

			science lab, as part of Science Week 2020.		
September 2019 to March 2020	Conservation equipment for above to be purchased by Folkestone Museum	Conservation of collections and conservation in action public engagement	Portable fume extractor, oven, lights for use with microscopes, 2 x microscopes with digital attachment, polyethylene foam, silica gel, polyethylene bags and sheet, plastazote, melinex, Tyvek, correx, gloves, masks	Heritage is better cared for School children, adults and families find out about local archaeology and how science can improve our knowledge and understanding of history/archaeology	Conserved objects properly cared for
Sept 2019 to February 2020	Specialist conservator(s) to be appointed to complete remedial conservation on priority items in the oil paintings collection	Conservation of collections	Conservators to be appointed in October 2019	Heritage is better cared for	Conserved objects ready to go on display Conservation reports
Sept 2019 to February 2020	Specialist conservator(s) to be appointed to complete remedial conservation on priority items in the textile and social history collection	Conservation of collections	Conservators to be appointed in October 2019	Heritage is better cared for	Conserved objects ready to go on display Conservation reports
Sept 2019 to February 2020	Specialist conservator(s) to be appointed to complete remedial conservation on priority items in the Natural Sciences collection (taxidermy, insects, fossils)	Conservation of collections	Conservators to be appointed in October 2019	Heritage is better cared for	Conserved objects ready to go on display Conservation reports

Sept 2019 to February 2020	Specialist conservators to be appointed to complete remedial conservation on priority items in the paintings collection	Conservation of collections	Conservators to be appointed in October 2019	Heritage is better cared for	Conserved objects ready to go on display Conservation reports
Sept 2019 to February 2020	Art consultant Krystyna Matyjaskiewicz. Krystyna was formerly Art and Exhibitions Manager at the Beaney House of Art and Knowledge in Canterbury. She is a specialist in Old Master prints and drawings and has an excellent existing knowledge of the Folkestone Masters collection from her time working as exhibitions officer with Shepway District Council.	Collections The Masters Collection	Complete a full assessment of the Masters Collection, and manage a programme of work to ensure its long-term preservation. Make the collection available online via the Virtual Museum and Art UK websites. Look at potential for designated status. To include collections research, interpretation and the writing of web text. Create a forward plan for the future use of the collection including ideas for future exhibitions, activities and events. Run a small programme of events inspired by the collection for adult audiences in spring 2020. Advise on conservation needs, future storage and handling and display guidelines. Identify specialist art conservators to carry out a remedial conservation programme.	<p>Collections in better condition</p> <p>People learn new skills and knowledge</p> <p>People have increased knowledge and appreciation of heritage</p> <p>Better interpretation of the collection</p>	<p>Report including: Preventative and remedial conservation requirements, recommendations for future use of the collections</p> <p>Conserved artworks</p> <p>Art conservation and appreciation activities led by art specialist, for children, adults and hard to reach community groups</p>
October 2019 to Feb 2020	Paper conservator tbc (on advice of Krystyna Matyjaskiewicz)	Master Collection conservation	Remedial conservation and remounting of prints and drawings in acidic mounts in the Masters Collection	Collections better cared for	Conserved objects ready to go on display Conservation reports

October 2019 to Feb 2020	Folkestone Museum team to purchase on advice of conservation specialists	Folkestone Museum collections conservation	Conservation materials for Folkestone Museum collections. Including Secol sleeves, acid free tissue, drop side solander boxes Stuart boxes, acid free card, plastizote, acid free storage boxes	Collections better cared for	Better storage for objects
September 2019 to February 2020	<p>Project consultant: Martin Bazley and Associates. Martin is one of the lead consultants in the field of digital content for museums with a proven track record of delivering high quality projects that meet the needs of teachers.</p> <p>Content will be written by Heritage Learning Consultant Martin Crowther working in partnership with the museum team and local teachers.</p>	2.5 Virtual Museum	<p>Creation of a virtual museum of artefacts and stories in partnership with local schools. The resource will include accessible, imaginative, curriculum-inspired on-line content for schools. Consultation meetings with teachers are in plan for October 2019. Content will include introduction page, info on how to use the resource, teacher notes, introduction page for each key theme/historical period, approx. 100 object stories and images, creative ideas pages, and links on where to find out more info.</p> <p>Cost heading. Other capital work, website, app.</p>	<p>Collections available to wider audience</p> <p>Increased knowledge and understanding of heritage</p>	Virtual museum of key Folkestone objects and stories linked to the National Curriculum
September 2019 to February 2020	External company TBC	2.5 Virtual Museum	Technical support to build Virtual Museum (cost heading Other capital work).	<p>Collections available to wider audience</p> <p>Increased knowledge and understanding of heritage</p>	Virtual museum of key Folkestone objects and stories linked to the National Curriculum

September 2019 to February 2020	Canterbury Archaeological Trust	<p>1.3 Adult events/activities programme walks and talks on history and heritage of Folkestone</p> <p>2.6 Family Heritage craft sessions</p> <p>2.7 heritage walks and craft workshops</p> <p>1.3, 1,10, 2.6, 2.7 CSI Folkestone Science Week 2020 activities for schools' adults and families at Folkestone Museum</p> <p>2.1 Archaeological interpretation in the galleries. Creation of revised and enhanced interpretation in the archaeology cases, including selection of additional finds.</p> <p>1.4, 2.3, 2.5 Support in provision of archaeological content for new school visit resources and loan boxes</p>	<p>Source most appropriate university to create facial reconstruction of Aefre skeleton, Complete archaeology case displays, archaeology collections input to Virtual Museum, input to updated archaeology interpretation in Folkestone Museum galleries, help in creating archaeology loan boxes and school workshops, running of Heritage Craft workshops, archaeology of Folkestone training events for museum staff and volunteers, Archaeological Finds identification day, and CSI Folkestone National Science Week 2020 event for schools, adults and families.</p>		
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		1.8 Staff and volunteer training. CAT to deliver 2 x training events on the Roman and Anglo-Saxon archaeology of Folkestone using finds on display in the museum			
September to October 2019	Martin Crowther, Heritage Consultant working in partnership with the Folkestone Museum team and local community groups	2.1 Interpretation of galleries Improved museum displays	<p>Work with Folkestone Museum staff and volunteers and Andrew Richardson from Canterbury Archaeological Trust to complete the final two display cases telling the stories of Roman and Anglo-Saxon Folkestone</p> <p>Research stories, objects and images, write family-friendly interpretation, agree case layouts, arrange for conservation and mounting of artefacts, printing and mounting of photos and text</p> <p>Arrange launch event with Friends of Folkestone Museum and local community partners</p>	Increased knowledge and understanding of Roman and Anglo-Saxon Folkestone by all visitors	<p>2 x completed show cases</p> <p>Linked hands-on resources for use in the galleries and for outreach</p>
September to October 2019	Martin Crowther, Heritage Consultant working in partnership with the Folkestone Museum team and local community groups	2.1 Interpretation in the galleries. Graphic design, printing and mount-making for new museum case displays.	<p>Work with Folkestone Museum staff and volunteers and Andrew Richardson from Canterbury Archaeological Trust to complete the final two display cases telling the stories of Roman and Anglo-Saxon Folkestone</p> <p>Research stories, objects and images, write family-friendly interpretation, agree</p>	Increased knowledge and understanding of Roman and Anglo-Saxon Folkestone by all visitors	2 x completed show cases

			<p>case layouts, arrange for conservation and mounting of artefacts, printing and mounting of photos and text</p> <p>Arrange launch event with Friends of Folkestone Museum and local community partners</p>		
<p>Training schedule completed September 2019</p> <p>Training and CPD to take place Sept 2019 to March 2020</p>	<p>Martin Crowther, working in partnership with the Folkestone Museum team and local community groups</p>	<p>1.8 Staff training and CPD programme</p>	<p>Creation of programme of recommended courses for staff and volunteers to attend between now and the end of March 2020. Developed in partnership with Folkestone Museum team. Training needs identified at 1:1 meetings with staff in August 2019. Includes day and longer courses and visits to best practice museums in the South East.</p>	<p>Increased knowledge and understanding of job role and how to design and deliver projects</p>	
<p>Programme to be created and approved by end of Sept 2019 for delivery Oct 2019 to March 2020</p>	<p>Martin Crowther, Heritage Consultant working in partnership with the Folkestone Museum team and local community groups</p>	<p>2.6 Children and family workshops and 2.7 Adult informal learning programme.</p> <p>Create events and activities programme, including workshop content, and training for staff and volunteers to deliver new events</p>	<p>Work with the Folkestone Museum team to programme in events and activities identified in the Activity Plan (but not yet delivered) on specific subjects and with key target audiences (families, adults, diverse audiences) from Autumn 2019 to March 2020.</p>	<p>Increased knowledge and understanding of heritage</p> <p>Participants learn new skills, have fun.</p>	<p>New programme of events for wide range of local audiences</p> <p>Can be repeated in future, and be basis of exciting new and diverse programme</p>
<p>Programme to be created and approved by end of Sept 2019 for delivery Oct</p>	<p>Martin Crowther, Heritage Consultant working in partnership with the Folkestone</p>	<p>2.6 Children and family workshops and 2.7 Adult informal learning programme.</p> <p>Staffing for events and</p>	<p>Work with the Folkestone Museum team to programme in events and activities identified in the Activity Plan (but not yet delivered) on specific subjects and</p>	<p>Increased knowledge and understanding of heritage</p>	<p>New programme of events for wide range of local audiences</p> <p>Can be repeated in future, and be</p>

2019 to March 2020	Museum team and local community groups	activities programme	with key target audiences (families, adults, diverse audiences) from Autumn 2019 to March 2020.	Participants learn new skills, have fun.	basis of exciting new and diverse programme
Programme to be created and approved by end of Sept 2019 for delivery Oct 2019 to March 2020	Martin Crowther, Heritage Consultant working in partnership with the Folkestone Museum team and local community groups	2.6 Children and family workshops and 2.7 Adult informal learning programme. Materials for events programme Oct 2019 to March 2020	Work with the Folkestone Museum team to programme in events and activities identified in the Activity Plan (but not yet delivered) on specific subjects and with key target audiences (families, adults, diverse audiences) from Autumn 2019 to March 2020.	Increased knowledge and understanding of heritage Participants learn new skills, have fun.	New programme of events for wide range of local audiences Can be repeated in future, and be basis of exciting new and diverse programme
Interactives identified and agreed Sept 2019. Delivery of interactives Oct 2019 to Feb 2020.	Martin Crowther, Heritage Consultant working in partnership with the Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting. Including Make Mosaic activity, coin bash, quern stone, try on costume and a multi-sensory story mat. Write design briefs, liaise with manufacturers, order materials. Sign off on delivery. Write user instructions for staff and volunteers	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by	2.1 Interpretation in the galleries Gallery interactives	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives	Increased understanding of heritage	New gallery interactives

	Folkestone Museum team	Make Mosaic interactive	that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Families learn something new and have fun .	
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Try on Costume (Roman, Anglo-Saxon, Medieval, WW2	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Rotary quern	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Mini archaeological dig	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives

Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Panning for gold and fool's gold	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Coin bash with a range of coin blanks for different periods (copies of coins found locally) . Supply of blank coins for bashing	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Magnifying glasses, binoculars, explorer hats and torches for close-up investigation	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Victorian school. quills and ink, school slates	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in	Increased understanding of heritage Families learn something new and have fun	New gallery interactives

			a gallery or outreach setting.		
Delivery of interactives Oct 2019 to Feb 2020.	Suppliers to be identified by Martin Crowther. Items to be purchased by Folkestone Museum team	2.1 Interpretation in the galleries Gallery interactives Victorian photographer kit, including old cameras to look through, cartes de visite, old postcards, stereoscope viewers	Identify and acquire through established museum suppliers a range of simple, robust, high quality learning resources/interactives that link to collections, and can be used to enhance school, family, adult and SEND learning in a gallery or outreach setting.	Increased understanding of heritage Families learn something new and have fun	New gallery interactives
Sept 2019 to Dec 2019	Martin Crowther, Heritage Learning Consultant working in partnership with the museum team and local teachers.	2.3 Formal educational visits. Development of schools offer and workshop outlines	Creation of a curriculum-linked offer of 6 creative workshops, on Rocks and Fossils, Romans, Anglo-Saxons, Victorian Seaside, WW1 and WW2. In partnership with teachers, for primary, secondary and special schools, for delivery at the museum or as outreach. Writing of user notes and risk assessments for each (6 days). Trialling of above resources with local target schools (6 days). Creation of text for learning section of Folkestone Museum website to advertise and promote these (2 days).	Increased knowledge and understanding of heritage. Children learn something new, learn new skills, have fun	6 new creative workshops
Sept 2019 to Dec 2019	Martin Crowther, Heritage Learning Consultant	2.3 Formal educational visits. Resources for above workshops (replica items, costume, craft	Creation of a curriculum-linked offer of 6 creative workshops, on Rocks and Fossils, Romans, Anglo-Saxons, Victorian Seaside,	Increased knowledge and understanding of heritage.	6 new creative workshops

	working in partnership with the museum team and local teachers.	materials etc).	WW1 and WW2. In partnership with teachers, for primary, secondary and special schools, for delivery at the museum or as outreach. Writing of user notes and risk assessments for each (6 days). Trialling of above resources with local target schools (6 days). Creation of text for learning section of Folkestone Museum website to advertise and promote these (2 days).	Children learn something new, learn new skills, have fun	
Sept 2019 to Dec 2020	Martin Crowther, Heritage Learning Consultant working in partnership with the museum team and local teachers.	2.5 Schools outreach. Handling boxes. Liaison with teachers, creation of loan box content. Writing of loan box teacher notes/user guides, testing with schools in the classroom	Creation of loan boxes that can be used as part of the above school sessions or with families and adults.	Increased knowledge and understanding of heritage. Children learn something new, learn new skills, have fun	new loan boxes for use by schools and community groups
Sept 2019 to Dec 2020	Purchase by Folkestone Museum staff from suppliers suggested by Martin Crowther	2.5 Schools outreach. Handling boxes. Purchase of boxes, packing materials and artefacts for loan boxes	Creation of loan boxes that can be used as part of the above school sessions or with families and adults.	Increased knowledge and understanding of heritage. Children learn something new, learn new skills, have fun	new loan boxes for use by schools and community groups
Sept 2019 to Feb 2020	Martin Crowther, Heritage Learning Consultant working in partnership with the	2.1 Marketing/website Museum website improvements	Identify key missing elements of museum website, write text to complete missing sections, including learning pages and an updated and	More accessible website for people with disabilities	New accessible web pages relevant to different audiences

	museum team and local teachers.	2 days at £350 day	improved access page;	Improved resources for schools and families	
September 2019 to Feb 2020	Jenny Langley (textile artist)	1.5 Outreach storytelling Textile story mat of Folkestone	Creation of a tactile multisensory story mat in partnership with local schools and hard to reach community groups including pre-school groups, Gurkha community, Age UK, MIND and Headway support groups. The mat will be used for collections inspired storytelling with pre-school and primary age children, reminiscence workshops with older people and local disability groups including people with sight loss.	Increased knowledge and understanding of heritage for hard to reach audiences. Local people feel involved contribute ideas	Multisensory story mat of Folkestone with user notes
September 2019 to Feb 2020	Martin Crowther (Folkestone Museum to acquire items)	1.5 Outreach storytelling Textile story mat of Folkestone	Acquisition of multi-sensory objects and puppets for Story mat of Folkestone and boxes to store them	Increased knowledge and understanding of heritage for hard to reach audiences. Local people feel involved contribute ideas	multi-sensory objects and puppets for above
January 2020	Martin Crowther	1.5 Outreach storytelling Textile story mat of Folkestone	Creation of booklet on how to use the Folkestone story mat creatively with different audiences. For use by museum staff, volunteers and community storytellers	Museum staff, volunteers learn storytelling skills and build confidence in using the Folkestone Story mat NB A training session in using the mat will also be offered to museum staff, volunteers and community group leaders.	Story mat booklet for storytellers
November 2019	Merchandise consultant TBC Martin Crowther to	2.0 improved visitor experience	Professional fees. Museum Merchandise consultant to advise	Heritage more widely known	New merchandise inspired by museum collections

	advise on possible consultant		on pocket money and high-end items, local craft case,, collections inspired shop stock		
October 2019 to Feb 2020	Freelancer tbc	2.8 Partnership working with ARRCC, Age UK and members of the Gurkha community	Fee for freelancer to plan and deliver workshops	Increased knowledge and understanding of heritage for hard to reach audiences.	Sensory resources including for people with physical and/or sensory impairments

This report will be made public on
24 September 2019

**Folkestone
Town Council**



Report Number **CS/19/255**

To: Community Services Committee
Date: 1 October 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Allotments Charges

SUMMARY: The report reviews allotments charges for 2020/21.

REASONS FOR RECOMMENDATION:

- 1) The Committee is required to assess the options for allotments rents.
- 2) The Committee is required to recommend appropriate allotments rental charges for 2020/21.

RECOMMENDATIONS:

- 1) To receive and note report CS/19/255
- 2) To consider allotment rents for 2020/21

Aims and Objectives – FTC actively promotes allotment holding and welcomes the current large demand for allotments. If possible, we seek to find new land that is suitable to be turned into allotments to add to our sites at Tile Kiln Lane and Park Farm Road.

Financial Implications – None if the status quo is maintained.

Equal Opportunities – All tenants will be treated equally and with fairness.

1. Background

- 1.1 The Committee completed its four year allotments rental pricing strategy in 2015, at which time it conducted a ballot of allotment holders to ascertain their preferred level of service and corresponding rental charges.
- 1.2 The ballot results indicated that tenants were clearly in favour of Option D (no change to the existing level of service and for the rent to remain at £0.556p per m²).

2. Current Position

- 2.1 The table below shows budgeted revenue expenditure/income for the 2019/20 financial year based on a rent of £0.556p per m²:

Budgeted Allotments Operating Costs for 2019/20		
Description of Cost	Amount	Notes
Maintenance & Utility Charges PKF £3,000 TKL £3,000	£6,000	Includes gates, fencing, hedge cutting and grass cutting, drainage, tree crowning and clearing, and metered water supply to each site.
Administration	£4,100	Cost of administration of allotments
Total Cost	£10,100	
Less Rents	£9,650	
Operating Deficit	£450	

- 2.2 In 2018/19, the service produced an operating surplus of approximately £190. This is an indication of the fluctuating nature of the annual expenditure on this service. As at the end of October 2019 the actual revenue costs for the allotments are within budget. It is therefore recommended that the current rental charge is retained for next year and continues to be monitored on an annual basis.

3. Rent Review

- 3.1 Under the Allotments Act 1950 there is no requirement to exact a full fair rent. Land let by a council for the purposes of allotment gardening shall be let at such a rent "as a tenant may reasonably be expected to pay for the land taking into account the proposed letting terms".

- 3.2 The Council has previously indicated that it does not wish to subsidise the allotments service from its precept. Following its four year strategy, this aim appears to have been achieved and therefore no further rent increase is recommended at this stage.

4. Recommendation

- 4.1 To maintain the status quo (i.e. no change to the existing level of service and for the rent to remain at £0.556p per m²).

This report will be made public on
24 September 2019

**Folkestone
Town Council**



Report Number **CS/19/256**

To: Community Services Committee
Date: 1 October 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Proposed Bus Stop Improvements - Shelters

SUMMARY: This report is to feedback the results from the recent consultation on the proposed bus stop improvements.

REASONS FOR RECOMMENDATION:

- 1) The Committee supported the installation of bus shelters.
- 2) The Committee is required to support an annual budget for cleaning and insurance.

RECOMMENDATIONS:

- 1) To receive and note report CS/19/256
- 2) To arrange the installation of the bus shelters within the grant timeframe
- 3) To undertake a review of the bus stops highlighting shelters in need of repair or potential locations for new shelters with a view to applying for funding via the Parish Shelter Scheme in 2020/21.

Aims and Objectives – Improve the environment and protect residents from the elements.

Financial Implications – Match funding from the new services reserve and ward grants.

Equal Opportunities – Meet disability access requirements.

1. Background

- 1.1 Funding has been secured subject to match funding through Kent County Council's Parish Bus Stop Shelter Grant Scheme 2019-2020 to improve the following bus stops by installing shelters.

Stanley Road Bus Stop - Shaftesbury Avenue, Cheriton
Kent Road Bus Stop - Shaftesbury Avenue, Cheriton
Tontine St adj Old High Street stop, Folkestone

- 1.2 Match funding was discussed at the Finance & General Purposes 5th September 2019:

1302. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

i) Community Services Committee - 4 June 2019

Application has been made to Kent County Council, under its Parish Bus Shelter Scheme, for three shelters. Confirmation has now been received from KCC that three grants of £3,000 each have been approved subject to match funding, evidence of consultation with residents and approval of the type of shelter. The works must be completed by December. Match funding up to £9,000 will therefore be required.

The Committee was asked to consider whether it wishes to support the scheme prior to commencing the consultation process, etc.

RESOLVED: That the Committee agrees to the request with funding to be met from the New Services Reserve. The Town Clerk will write to County Councillors and Town Councillors requesting contributions from ward grants.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

- 1.3 £700 in ward grants has been received from Town Councillors but to date no response has been received from the County Councillors.
- 1.4 A budget of £250 per shelter is recommended for insurance and cleaning.

2. Proposed Scheme

- 2.1 The purpose of the scheme is to improve the quality of bus stops by installing new shelters to protect passengers from adverse weather conditions and to give the mobility impaired and parents with push chairs better access on and off the bus and somewhere to sit whilst waiting.

3. Consultation

- 3.1 Consultation letters were distributed to residents and businesses in the vicinity of the proposed scheme with feedback requested by the 30th September 2019 detailed at Appendix A is the feedback received to date.

John Pugh the Roadside Infrastructure Manager Stagecoach South East was also approached, he confirmed that Stagecoach would support the provision of a shelter in Tontine Street, Folkestone, at the town-bound stop adjacent to the Old High Street. This would be subject to the stop still meeting current disabled access standards and the shelter being maintained going forward either by Folkestone Town Council or Folkestone- Hythe District Council.

It may be necessary for the bus stop pole to be repositioned (it is owned by KCC Highways) and for a bollard (also owned by KCC Highways) to be removed. KCC Highways would also need to be consulted, and they may have a view concerning sight lines for traffic exiting the Old High Street.

There is a bus stop more or less opposite Marigold House, for buses going towards Cheriton and the Town-bound stop is on the corner of Salisbury Road, neither have a shelter but both stops could accommodate them if they were correctly specified and configured, and that Stagecoach, Dan Bruce KCC & Paul Thompson FHDC support the provision of shelters at these stops.

4. Forward Plan

- 4.1 The Town Clerk will now arrange for Kent County Council to be notified of the type of shelters proposed (including quotations for works), that match funding has been agreed and the results of the consultation including confirmation of local operator support; with a view to arranging the installation of the new shelters within the grant time frame.

Appendix A - Consultation Comments Received

Below are the comments from respondents who answered in response to the Stanley Road & Kent Road bus stop proposals

Can you give me any more information on where this bus shelter is due to be built, i.e. at the existing location of the actual bus stop? I live in Shaftesbury Avenue and the length of the bus stop area is incredibly long as it stands, so as to give limited ability for us and others to park outside our own house. The bus stop is never used by more than one vehicle at a time, you could fit two buses within the road markings. Why is it so long and why does it take up so much space? The preceding bus stop for route 71 is also far too close to the Stanley Road bus stop. It would much more sense to situate the Stanley Road stop directly outside the Folkestone Age UK property, which would help infirm users to be nearer their destination. It would also space out the two Folkestone bound stops to best cover the road for general passengers. The Stanley Road stop is crowded out by the hedge belonging to 89 Stanley Road, and people have to squeeze by on the pavement if anybody is waiting at the stop as it is. If a bus shelter is to be built there then pedestrians will have to walk into the road to get by any waiting queue. Sometimes we have to do this any way if there are quite a few people waiting for a bus. They rarely move to enable anybody to get by, including women with prams. If the plan is to move the stop along a few feet to occupy a small patch of waste ground at the crossroads then this would be another solution, and to retract the length of the bus stand road markings accordingly meaning it would slightly improve our parking opportunities.

The situation of parking is also further exacerbated by the bus drivers themselves, many of whom park all along Shaftesbury Avenue when working from the Stagecoach garage in Kent Road. I hope you find this information of interest and can I be informed of any future developments directly.

Shelters will be good, but the pavement is very narrow in the area, can the shelters be installed with the glass edge on the curb side rather than against the hedges of resident's property.

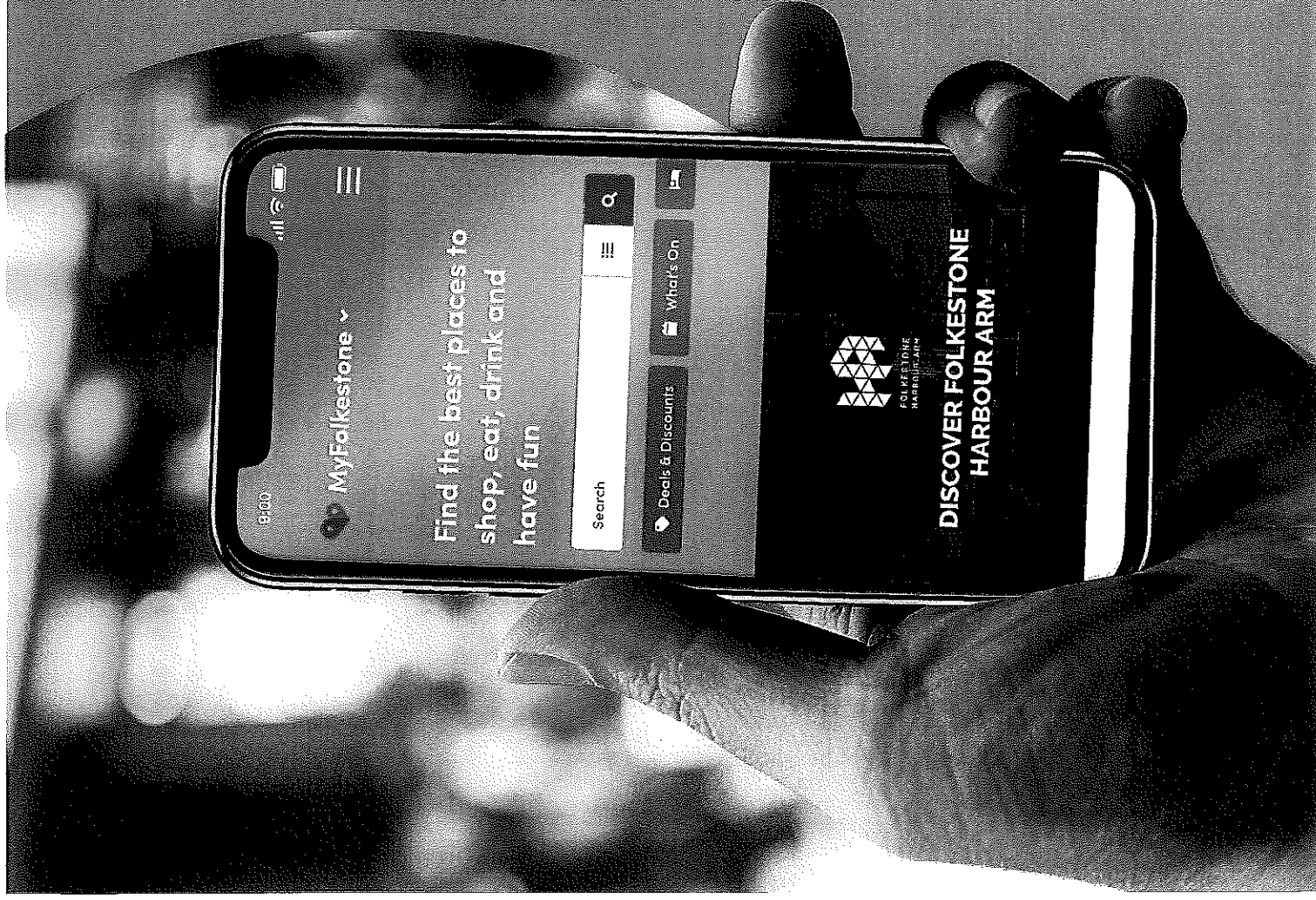
Below are the comments from respondents who answered in response to the Tontine St bus stop proposal

There's nothing included in your letter about the look or exact placing of the proposed shelter but I do have some concerns. I live in a flat above Blooms and see a lot of near miss accidents. The location has had so many different changes and has fairly frequent/excessive speeding cars, taxis, buses both ways in Tontine Street, extreme cutting of the corner (turning right from Tram Rd) and speeding in a straight line from Harbour Way into Tontine. Pedestrians are often entering that 'bus stop' area from traffic free streets and have to gather children and be alert and orderly in a short time. Some cross the road while people are still entering a bus but only looking for cars overtaking that bus, not expecting a bus, taxi or bicycle to be coming the other way. Speed camera, hump or 20 limit could save some accidents. Signing would really help that area, even just on the curb. My concerns about a new shelter are too make sure that it does not further block or distract the view of pedestrians crossing the road in any direction.

I am involved in on-going study of the area where the present bus stops are sited on Harbour Street, Folkestone. I understand there is now to be a bus shelter. I would like to express my concerns. I am a resident of the Old High Street and my office is in the car park adjacent to the bus stops, meaning I am a first hand witness of what I describe below.

1. While as a bus user, I greatly appreciate the importance of shelter for those waiting for a bus, I don't understand why there would only be one, so I assume from volume of passengers that would be on the west side of Harbour Street.

2. This whole area is subject to piecemeal development, with one element not related to another. The result is a chaos of furniture, signage and uncertain facilitation of pedestrian needs in general.
3. More particularly, if one were blind, one would not know that the drop kerbs that tell one precisely where it is safe to cross are now blocked by two bus stops.
3. The current, seemingly arbitrary, placing of the bus stops causes irritation to drivers freshly turned into Harbour Street but who then often have to stop again. In consequence, near misses are a regular feature of this area. What should be where the bus stops currently are is a clear pedestrian crossing super-imposed on the existing blind persons crossing area.
4. Can the bus stops not be better placed, therefore, further into Tontine Street and perhaps staggered?
5. Providing shelter for waiting passengers is understood, but those of us trying to upgrade the area from a visitor and pedestrian point of view, are also trying to increase the cafe culture in line with the town's aims of becoming a better tourist destination – with this whole area as a clear candidate. A case in point is the frontage of Bloom's restaurant, currently a pleasant open space at the bottom of the Old High Street. This would be the worst place to site a bus shelter, therefore, and reason again for resiting the bus stops in Tontine street.

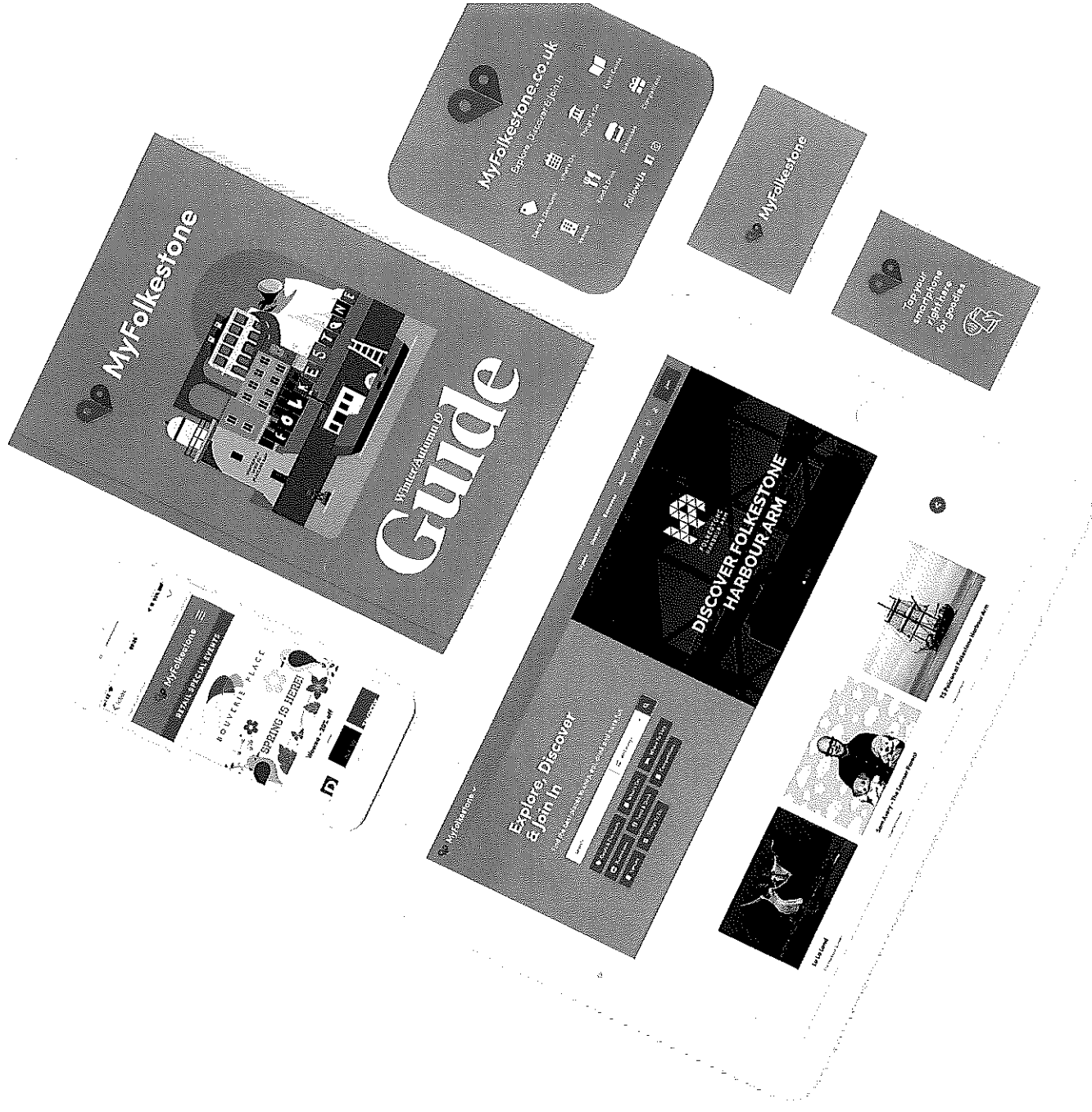


We're ready to promote your
business and all Folkestone
has to offer to residents,
locals, visitors and tourists

How it works

We capture users and help keep them active and engaged by using a variety of digital and print marketing tools.

- Website – 02/09/19
- Promotion Emails
- Seasonal Guides
Editorials/Adverts/Sponsors
- Window Stickers
- NFC Contact Points
Programmable NFC chip will trigger digital actions when tapped with a smartphone
- Posters
- Loyalty Cards



Elevated pitch

MyTownMyCity is building a place network, connecting places with people.

Through our platform, we enable forward-thinking places to transform and become more competitive by:

- attracting new footfall
- increasing average spends
- empowering fresh customer engagement.

Whilst users explore and discover the best each place has to offer them, it is the community effect – how businesses join in together – that is vital to sustained growth.

MyFolkestone is launching on 2nd September 3rd phase will launch Spring 2020

As a company we are scaling and adding resource and expertise to deliver a plan.

MyFolkestone Precis:

- Indicated support from Folkestone & Hythe District Council, Creative Quarter and Folkestone Harbour Arm.
- Over 50 businesses pre-registered (with 5 weeks to go)
- July & August now focused on pre-launch preparations

Planned activity (so far):

September

- Updated 2.0 Platform Launching
- Biodegradable Plastic Cards
- Window stickers
- On boarding Marketing Workshops
- Promotion
 - eMails
 - Facebook ads promotion
 - Social media (Facebook, Instagram, LinkedIn)

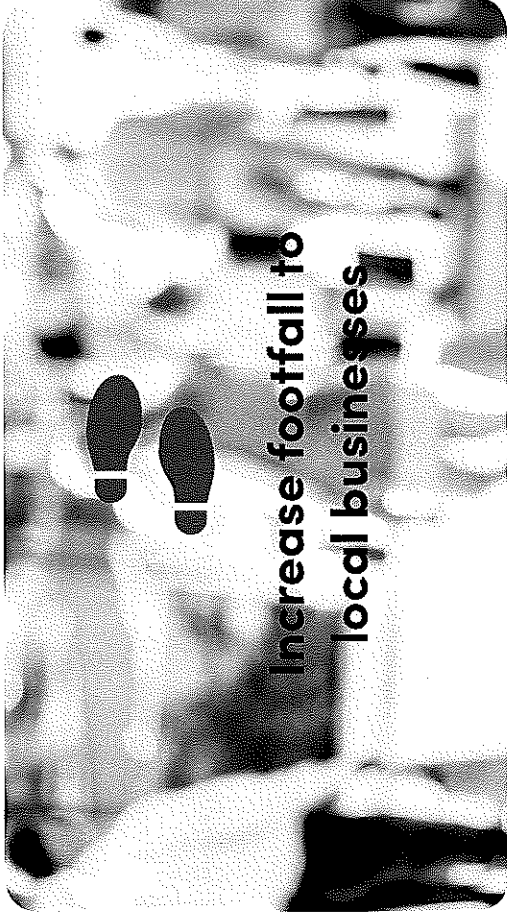
October

- 64pp Autumn Winter Guide (20,000 distribution)
- Destination map

November

- Provisional launch for our 3.0 digital platform
 - Visual step change
 - Personalisation
 - New smart functionality
 - In-store connectivity (NFC)
 - Added content

How it benefits you



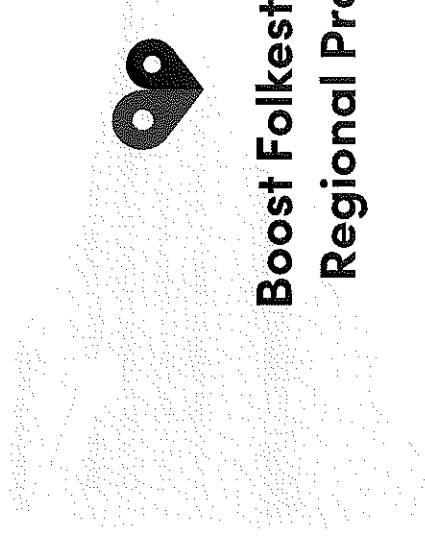
**Increase footfall to
local businesses**



**Help local businesses to
increase engagement**



**Grow average
in-store spend**



**Boost Folkestone's
Regional Profile**

How much it costs

Website Subscriptions

Directory Entry	Basic Profile	FREE
Business Profile	Up to 5 features	£29.99
	Unlimited features	£49.99
Charity/Community Profile	Up to 5 features	FREE
	Unlimited features	£29.99
Discover Section For qualifying attractions & activities	Advanced profile	£199.99
	Unlimited features	
Homepage Hero	Per week	£99.99
Competition	Monthly	FREE

Seasonal Printed Guides

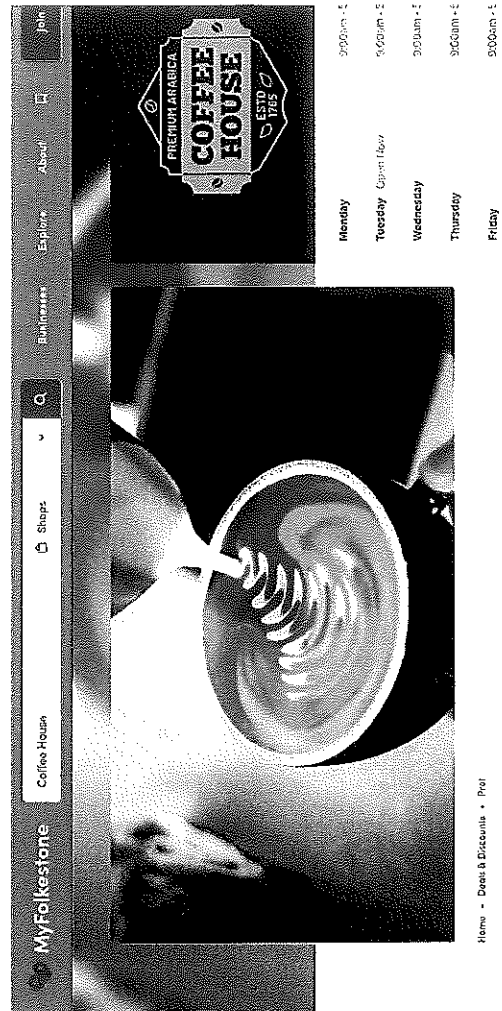
Full Page	Up to 5 features	£350.00
Advertorial	Unlimited features	£250.00
1 Hour Artwork	2 Changes	£75.00
½ Hour Artwork	1 Change	£40.00
Copywriting	Per page	£75.00

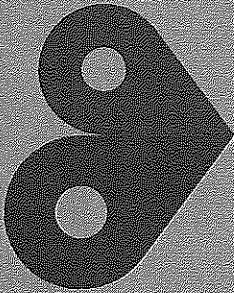
Seasonal Town Maps

Custom Feature On Map	Per season	£199.99
Advert	A6 (x4)	£150.00
Takeover	All space, all artwork	£1500.00

Platform Sponsorship

<ul style="list-style-type: none">• Featured on all media• Premium ad space in each guide• Dedicated promotional emails annually		
Section Sponsor	Annual	£2,500
Named Supporter	Annual	£12,000
<ul style="list-style-type: none">• All prices exclude VAT• Annual discounted packages are available• For banner, email or social media promotion speak to Nina Jackson, Business Manager, MyFolkestone• All subscriptions made by card• All other payments strictly 30 days• Features include offers, promotions, news features & events		



We'd  **you to join in**

For help and support contact

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Powered by  **MyTownMyCity**

Cinque Ports Coastal Rowing Challenge

Document prepared by Jude Sach (jude@judesach.co.uk) and Alan Thorne.

Introduction

The Cinque Ports Coastal Rowing Challenge is a celebration of our region's particular maritime heritage. Community groups in each of the Cinque Ports member towns will be challenged to build a rowing skiff and then to enter one or more teams into a coastal rowing match against fellow Cinque Ports members.

This project will fall into three phases:

1. Community Boatbuilding Project
2. Formation of Coastal Rowing Clubs & Annual Coastal Rowing Matches at member locations
3. Towards Sustainability

Celebrating our maritime heritage

The Confederation of Cinque Ports in Southeast England was originally established for military and trade purposes; it pre-dates the formation of the Royal Navy and is even mentioned in the Magna Carta.

In 1155 a Royal Charter established the ports to maintain ships ready for The Crown in case of need with each port fulfilling a proportion of the annual duty. In return the towns received the certain privileges including exemptions from taxes and import duties.

In addition to the five main ports, Hastings, New Romney, Hythe, Dover and Sandwich, the confederation includes two 'Ancient Towns', Rye and Winchelsea, and seven 'Corporate Limbs':

- Lydd
- Deal
- Folkestone
- Ramsgate
- Faversham
- Tenterden
- Margate

For many people in our region, the last time they took to the water was for a channel ferry crossing. Sailing is often (and incorrectly) perceived as a pursuit reserved for the wealthy owners of luxury yachts and, anecdotally, seems less open to new starters. Rowing, however, has benefitted from British success in the Olympics and the advent of charity Dragon Boat racing and is perceived as more accessible to the ordinary member of the public.

This project will encourage communities to re-engage with our maritime heritage in a genuinely hands-on way, whilst simultaneously generating interest in a sporting activity that is growing in popularity across the whole of the UK.

Phase One – Community Boatbuilding

As has been demonstrated by the Faversham-based Creek Learning Project, and by the recent Boatbuilding Experience led by local craftsman, Alan Thorne, the shared activity of building a boat is an excellent way to enhance community cohesion, develop new skills, self-confidence and promote awareness of our maritime heritage.

Participants in the Creek Learning Project and the various Boatbuilding Experiences have described their participation as a tremendously positive experience that allowed them to learn new skills and understanding. It has been particularly helpful for those living with depression and anxiety, offering a calm, meditative environment in which to gently re-build links with their local community.

The community boatbuilding project would take between 16 and 26 weeks, depending upon the intensity of the programme and the availability of resources.

Phase Two – Formation of Coastal Rowing Clubs

Using seed funding from local and regional Trusts and Charitable organisations, each member town would be encouraged to form a Coastal Rowing Club (or an associated group of an existing similar club) that will introduce the local community to Coastal Rowing and providing coaching and training in the sport.

The towns would be encouraged to enter rowing teams of men, women, veterans and mixed groups as demand allowed.

Each participating town would, of course, need to identify safe storage for the rowing skiff and associated equipment.

Annual Coastal Rowing Matches

With the support of the local community, a number of coastal rowing matches would take place between the various member towns to create a Cinque Ports League.

There would also be a need for the ongoing maintenance and building of further rowing skiffs for additional teams or as replacements that would afford the local community the ongoing opportunity to be involved in boatbuilding experiences.

Phase Three – Towards Sustainability

Having established a Centre of Expertise at The Purifier, and potentially in other participating towns, services could be offered on a fee-charging basis to support the ongoing sustainability of the project, including:

- Boatbuilding Service to other rowing clubs
- Boatbuilding space/tool hire for other groups
- Boatbuilding Training Provision – including formal qualifications

For more information and to get involved, please contact jude@judesach.co.uk.