

# Folkestone Town Council



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

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## AGENDA

Meeting: **Community Services Committee**  
Date: **19 November 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 1 October 2019 and to authorise the Chairman of the Committee to sign them as a correct record.



4. **FOLKESTONE MUSEUM PRESENTATION**  
Darran Cowd, Curator will provide a presentation.
5. **FOLKESTONE MUSEUM REPORT**  
The Committee is asked to receive and note Report CS/19/259.
6. **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.
7. **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.
8. **BUDGET 2020/21 – POTENTIAL GROWTH ITEMS**  
The Town Clerk agreed at the last Finance & General Purposes Committee to consider further proposals for growth items from Councillors by email, provided they are received in the next few weeks. That Committee will consider the full list of proposals put forward at its meeting on the 19<sup>th</sup> December 2019.
9. **CHRISTMAS LIGHTING AND SWITCH ON EVENT, PARADE & FESTIVITIES**  
The Communities & Events Officer will provide an update in respect of Christmas lighting installations and Town Centre Switch On event.
10. **YOUTH FACILITIES - FOLKESTONE OPTIMIST HOCKEY CLUB SCHOOLS COACHING**  
The Town Council has supported the Folkestone Optimist Hockey Club since the 2011/12 financial year. The Communities & Events Officer has been in communication with the Hockey Club and they have provided inter school tournaments as well as coaching for the past year (report attached). The Committee currently has £1,700 earmarked in the Youth Facilities budget for this to continue. The Committee is asked if it wishes to release the funds from the 2019/20 budget.
11. **CLIMATE CHANGE WORKING GROUP**  
Members of the Climate Change Working Group have requested that Town Councillors begin listing where electrical charging points, litter bins, bike racks and cycle routes are in their Wards. The Town Clerk will forward more details in due course.
12. **DATE OF NEXT MEETING – 4 February 2020**

## **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 1<sup>st</sup> October 2019 at 7pm.**

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

**In attendance: Georgina Wilson - Admin Officer and Councillor Richard Wallace**

### **1072. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Michelle Dorrell and Roger West.

### **1073. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1074. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 6<sup>th</sup> August 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting 6<sup>th</sup> August 2019 be received and signed as a correct record.**

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

**RESOLVED: To move item 7 - Trees and item 8 – Tree Charter Branch Update forward to enable Cllr Richard Wallace to speak and answer questions.**

Proposed: Cllr Belinda Walker

Seconded: Cllr Jonathan Graham

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

### **1075. TREES 2019/20**

**RESOLVED: To approve the final version of the Tree Planting Schedule 2019/20 and instruct KCC to commence the works.**

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

### **1076. TREE CHARTER BRANCH UPDATE**

As the Communities and Events Officer was not present at the meeting, this item will be brought back to a future meeting.

### **1077. FOLKESTONE MUSEUM REPORT**

The Committee felt that it would have been appropriate for a Museum Officer to attend to present this report, there was a lot of information contained within

the report for which the Committee were very grateful. However, the Committee would have appreciated an Officer present to answer questions and talk through some of the information.

**RESOLVED: To receive and note report CS/19/254.**

Proposed: Cllr Peter Gane

Seconded: Cllr Paul Bingham

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

#### **1078. ALLOTMENTS ANNUAL RENT REVIEW**

**RESOLVED: To receive and approve report CS/19/255 and keep the allotment rents the same for 2020/21.**

Proposed: Cllr Peter Gane

Seconded: Cllr Abena Akuffo-Kelly

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

#### **1079. BUS SHELTERS REPORT**

**RESOLVED: To receive and approve report CS/19/256 and to support the installation of bus shelters on Shaftesbury Avenue (Stanley Road bus stop) and Shaftesbury Avenue (Kent Road bus stop) but to hold back on the proposed stop in Tontine Street until advice from KCC had been received on this location.**

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

#### **1080. LITTER BINS**

It was agreed that Councillors would forward any suggestions for bin replacement or restoration from their ward on to the Communities and Events Officer who will report back at the next meeting on costs etc.

#### **1081. MY FOLKESTONE**

Councillors felt this would become a valuable asset to the town, but wanted to encourage the My Folkestone team to focus on businesses further up the town in Sandgate Road, the Harbour Arm and Creative Folkestone areas receive a lot of promotion, more promotion for other areas of the town would be beneficial.

**RESOLVED: To participate in this scheme and pay £199 per month to feature in the discover section of the My Folkestone website.**

Proposed: Cllr Peter Gane

Seconded: Cllr Jonathan Graham

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

#### **1082. CINQUE PORTS COASTAL ROWING CHALLENGE**

**RESOLVED: To defer this item to a future meeting when more information could be presented such as a provisional date, any costs involved etc.**

Proposed: Cllr Paul Bingham  
Seconded: Cllr Peter Gane  
Voting: F:6, Ag:0, Ab:0

**1083. TREASURE ACT 1996: 2017 T736 EARLY MEDIEVAL GOLD PENDANT FROM ELHAM**

**RESOLVED:** To defer this item to a future meeting when a Museum Officer could be present (or provide the information) to explain why the Museum want it and the backstory of the Pendant.

Proposed: Cllr Peter Gane  
Seconded: Cllr Jonathan Graham  
Voting: F:6, Ag:0, Ab:0

**1084. BUDGET 2020/21**

**RESOLVED:** To increase the Community Events budget by £10,000 for the provision of more diverse events.

Proposed: Cllr Peter Gane  
Seconded: Cllr Abena Akuffo-Kelly  
Voting: F:6, Ag:0, Ab:0

**1085. DATE OF NEXT MEETING – 19<sup>th</sup> November 2019**

.....Chairman

**19 November 2019**



This report will be made public  
on 12 November 2019

**Folkestone  
Town Council**



Report Number CS/19/259

**To:** Community Services  
**Date:** 19<sup>th</sup> November 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 the first half of Q3 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/19/259

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 During September the Museum hosted two dementia workshops under the title 'Living Words', further partnership work is planned to make the Museum fully dementia friendly; the Audience Development and Outreach Officer has been working Hythe Dementia Awareness, as the area body, on this.

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

- 2.1 The idea of Nepalese community project has moved on further with more links being made. The Curator, now that they are in post, is exploring a framework which will allow a co-curated exhibition and supporting events to be held during spring 2020.

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

- 3.1 The Audience Development and Outreach Officer continues to work on the loan box programme.
- 3.2 The Curator, Audience Development and Outreach Officer and Freelance Curator have been reviewing the formal learning workshop offer for Key Stages 1-3. The workshops are to be relaunched on an improved 'Learn' section of the Museum website with the assistance of the Marketing & Communications Officer, with a learning opportunities leaflet to be distributed across the Museum's formal learning audience.
- 3.3 The Folkestone Museum story mat project continues to progress with sections being produced locally by community partners as well as by textile artist Jenny Langley, who is assembling the whole piece.

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

- 4.1 The Friends of Folkestone Museum hosted 1 talk in October, hosting Strange Cargo for a talk about their work in the area.
- 4.2 Unfortunately the October half-term programme had to be suspended due the enforced closure of the Museum. However alternative programming will see an extra workshop take place on Saturday 23<sup>rd</sup> November as part of the book festival; the previously planned poppy making workshop will also take place on the 9<sup>th</sup> November; a Christmas themed workshop is also planned.

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

- 5.1 The previously report action plan through to Spring 2020 is now in operation, the Mayor, Town Clerk and Curator having met with the National Lottery



Heritage Fund on 21<sup>st</sup> October, who have approved the action plan as part of the final phase of NLHF support though mid-2020.

- 5.2 The Town Clerk, Curator, Audience Development and Outreach Officer and Freelance Curator met with Tricolor Associates on 31<sup>st</sup> October. Tricolor are performing the evaluation of the HEART project. The meeting took the form of a workshop to draw together the various strands of evaluation work that has already taken place so that inhabits a framework which can be used not only to report progress to NLHF but also other stakeholders both now and in the future. Another key benefit of the framework will be the feedback it provides which will enable Officers to continually develop and improve the Museum engagement programme.

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

- 6.1 The current exhibition, 'Eurotunnel 25 years', the museum saw the first of 10 Eurotunnel workshops take place on the 6<sup>th</sup> November.
- 6.2 The Curator is currently looking at how the 'Re-imaging of the arrival of the Belgian Refugees' can be accommodated with the galleries, adjacent to Franzoni's original work.

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

- 7.1 The freelance curator, working with the Audience Development and Outreach Officer has completed a new set of volunteer role descriptions and a volunteering policy & framework. These are about to be used for the relaunch of the volunteering programme; including a number of training opportunities.

## **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, the Curator is to train the volunteers in the use of MODES, the Museum's main cataloguing system, to enable direct data entry and the digital 'tying' of object images to their object record.

## **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 redressing project is about to start now that NLHF approval for the action plan has been received. Andrew Richardson, from the Canterbury Archaeological Trust begins his work on this aspect on 8<sup>th</sup>

November. Dana Goodburn-Brown ACR, starts shortly thereafter on the conservation assessment of this area of the collection. Both are noted experts in their field regionally and nationally, Andrew Richardson has also had a long involvement in Folkestone's archaeology including the Roman Villa.

- 9.3 Regarding the Museum's significant art collection, Krystyna Matyjaszkiewicz, has agreed to lead its assessment and appraisal of it for storage and conservation needs, with a series of workshops for staff, volunteers and friends also to take place. The assessment is due to start on the 21<sup>st</sup> November, with the training workshops beginning in January.

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

- 10.1 The Mayor, Town Clerk and Curator met with the National Lottery Heritage Fund on 21<sup>st</sup> October, to discuss the final phases of NLHF support for the Museum project through to mid-2020. It is pleasing to note that the action plan presented at the 1<sup>st</sup> October Community Services Committee meeting was approved by NLHF and that the works contained therein can be met with the remaining NLHF grant.

## **11. Objective: Resilience**

- 11.1 The new Curator, Darran Cowd, joined Folkestone Town Council on 14<sup>th</sup> October; he is now working through all areas of the Museum's operation. He joins from the Kent Mining Museum project, having worked on its development for the past three years. Previous to this he has held curatorial and management roles in a number of national museums during his career and also been involved in several significant National Lottery Heritage Fund supported projects.
- 11.2 With the Curator now in post he has begun to remake links for the Museum with a number of key stakeholders. The first of the invitations to be accepted to visit the Museum is by the Arts Council England Museum Relationship Manager, appropriately enough on the first anniversary of the Museum gaining Accreditation status.

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

- 12.1 The Museum was forced to close for a period of a fortnight during October due to water leak that affected the Town Hall Building Management System. Water penetration was localised to the plant room and a non-public space directly below on the lower ground floor. The museum displays and storage areas themselves were not directly affected by the leak apart from air conditioning units, for which temporary units were bought in to replace; the response being guided by the Museum Emergency plan which worked effectively and without

incident. However, with temporary equipment in place and the need to provide venting and temporary cabling it was not practical nor safe to open the museum. Once dried out and tested the Building Management System was brought back online.

The Building Management System, including its electrical, heating and gas sub-systems was tested on 24<sup>th</sup> October and recommissioned. Due to prompt action on discovery of the leak no major repairs or replacement components were required, apart from the aforementioned intensive drying out; the Museum reopened on Monday 28<sup>th</sup> November

## 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.	Collections in better condition  People learn new skills and knowledge  People have increased knowledge and appreciation of heritage  Better interpretation of the collection	Report including: Preventative and remedial conservation requirements, recommendations for future use of the collections  Conserved artworks  Art conservation and appreciation activities led by art specialist, for children, adults and hard to reach community groups
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

<p>September 2019 to February 2020</p>	<p>Canterbury Archaeological Trust</p>	<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

Folkestone Optimist Hockey Club  
Three Hills Sports Park  
Cheriton Road  
Folkestone  
CT195JU

8<sup>th</sup> October 2019

Dear Sir/Madam,

On behalf of all at Folkestone Optimist Hockey Club, we would like to express our thanks for the continued funding you have provided for the club during the 2018/19 season which has allowed us to go into a number of town primary schools and provide them with specialist hockey coaching.

With the magnificent success of our GB Ladies Hockey in Rio, the profile of the sport has grown and continues reaching out to more children nationwide. In Folkestone, we have had the opportunity to reach children of various ages all of whom have been inspired by the national success. Many children are keen to identify with the values of what hockey represents – teamwork, trust, determination, perseverance and enjoyment. Below is a table detailing schools attended and the number of children participating in each school: -

School	Number of Children	Hours Coached
Sandgate Primary School	90	4
St Martins Primary School	30	2
Beacon	30	4
St Marys Primary Academy	60	12
All Souls Primary School	60	12
Harcourt Primary School	30	6
Morehall	12	6
Martello Grove	12	6
<b>Grand Total</b>	<b>384</b>	<b>60</b>

The following schools have participated in Tournaments at Three Hills Sports Park with 200 children over 2 full days.

All Souls Primary School, Stanley Road, Cheriton
Castle Hill Community School, Sidney Street, Folkestone
Cheriton County Primary, Church Road, Cheriton
Christchurch Primary Academy, Brockman Road, Folkestone
Folkestone Primary Academy, Academy Lane, Folkestone
Harcourt Primary School, Cheriton
Martello Grove Primary Academy, Warren Way, Folkestone
Morehall Primary Academy, Chart Road, Cheriton
Mundella Primary, Blackbull Road, Folkestone
Sandgate Primary, Coolinge Lane, Folkestone
St Eanswythes Primary, Church Street, Folkestone
St Marys Primary Academy, Warren Road, Folkestone
St Peters Primary, The Durlocks, Folkestone
St Martins Primary School

We always aim to work with the schools and fit our coaching in around the school's curriculum and teaching plans. This does impact the time of year that we go in and complete the coaching sessions. Plans for the last academic year are reflected in the table above as schools are very keen to continue the scheme for another year.

As a result of the coaching, we have been able to run some competitive tournaments for the children to participate in, allowing them the opportunity to exhibit the skills that they have learnt during the training sessions in school. Tournaments are run once a term at the Three Hills Sports Park, home of Folkestone Optimist HC, so that children have a competitive environment to develop in, once they have completed their curriculum time coaching.

Furthermore, we have had another increase in children attending the Junior training sessions at Folkestone Optimist Hockey Club and have had to create an additional session to provide opportunities for all. On a Saturday morning for children in school years 5 and below (U10 and below), we are getting up to 100 children on a regular basis, many of whom have thoroughly enjoyed the opportunities presented in school and wish to continue to play and develop their skills at club level. We are then getting around 50 children attending our U12 sessions for those in school Year 6&7, many of whom have benefited from the primary school outreach work. I believe that this increase is down to the success of the school coaching and the buzz created following the Pro League Hockey being hosted in London over the summer months

We very much hope that you will consider providing more funding for Folkestone Optimist HC to continue this successful scheme again this year, encouraging more children across a variety of ages to participate in an exciting team sport. We would look to continue the coaching in the schools that we have visited this year and reach out to schools that haven't been too keen to take up an interest in the sport so far. As always, Folkestone Optimist HC aim to provide sporting opportunities to children of all ages and backgrounds in schools and the club whilst making the most out of our brilliant facilities at the Three Hills Sports Park.

Thank you again, for the 2018/19 funding, and we look forward to hearing from you about the possibility of continuing this invaluable scheme.

Erin Fuller  
Junior Coordinator  
Folkestone Optimist Hockey Club  
[fohcjuniors@hotmail.com](mailto:fohcjuniors@hotmail.com)  
Mob: - 07710557261

