

# Folkestone Town Council



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## AGENDA

Meeting: **Community Services Committee**  
Date: **4 February 2020 (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

### MYFOLKESTONE UPDATE PRESENTATION

Further to Members resolving to participate in this scheme and pay £199 per month to feature in the 'Discover' section of My Folkestone at its meeting on 1<sup>st</sup> October 2019, Nina Jackson (MyFolkestone) will update the Committee in respect of this new platform, how it has developed since launching and their proposed projects for 2020.

#### 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 19<sup>th</sup> November 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

**4. CHRISTMAS LIGHTING AND FESTIVITIES**

Further to the Christmas Lights Switch On Safety Advisory Group Debrief Meeting on 19<sup>th</sup> December 2019 the Communities & Events Officer will update the committee in respect of the existing Christmas lighting schemes and the 'Big Switch On' event held on Friday 22nd November 2019.

Members are asked to consider the provision and delivery of Christmas events / festivities for 2020 including any extension to the existing Christmas lighting schemes. The Communities & Events officer will follow up on suggestions, research costs and viability with a full report to be brought to the next meeting on 7<sup>th</sup> April 2020.

**5. TOURISM WEBSITE**

The Communities and Events Officer will update the Committee in respect of the overall performance of the Visit Folkestone & Hythe website and its proposed development in partnership with the Folkestone & Hythe Tourism Board.

**6. CRICKET COACHING**

Since 2010 the Community Services Committee has agreed to fund free Kwik Cricket Coaching for all the primary schools in the Town. The coaching has been hugely successful with most schools taking part with an average of 20 children per session. The Committee is asked if it wishes to release the £2,100 earmarked in the Youth Facilities Budget for the cricket coaching to continue in 2020/21.

**7. ARMED FORCES DAY**

Folkestone Town Councils family fun day in support of the national Armed Forces Day has been scheduled for Sunday 28<sup>th</sup> June 2020. The 2020/21 budget for this significant event is £22,800 subject to there being an airshow element. The Communities and Events Officer will update the Committee in respect of confirmed / potential sponsorship with funding applications that have been made to support this event.

**8. FOLKESTONE MUSEUM REPORT CS/20/263**

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

**9. FOLKESTONE CCTV REPORT CS/20/264**

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

**10. 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.

## 11. MATTERS AND RESOLUTIONS FROM FULL COUNCIL

It was resolved as follows at Minute 1641 by Full Council on the 14<sup>th</sup> November 2019.

### SMALL PARKS

*There was discussion around the amount of money the District Council would transfer along with the parks, and whether this would be a dowry payment or if it would only be to cover the repairs that are needed immediately to the parks. It was felt that it was to complete any immediate repairs and not for ongoing maintenance. There was also discussion around how secure it would be once the Town Council had taken on the parks and spent money on them, if the District Council decided they wanted them back or to sell the land for housing. This detail would be in the leases which had yet to be agreed.*

*Councillor Dylan Jeffrey felt that the Town Council should be asking for a minimum payment from the District Council to take on these parks of around quarter of a million pounds over the 30-year lease period. It was also felt that it would be useful for Councillors to see a copy of the lease agreement before agreeing to take the parks on.*

**RESOLVED: To defer this item and request that it be taken back to the Community Services Committee to look at the proposal in more detail.**

*Proposed: Councillor Jackie Meade*

*Seconded: Councillor Nicola Keen*

*Voting: F: 13, Ag: 0, Ab: 1*

*It was felt that representatives from the Community Services Committee should carry out an inspection of the parks.*

Report C/19/258 is attached, supplementary information is to follow.

## 12. 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.

## 13. FAIRTRADE TOWN STATUS

Four of the five goals have been achieved and we are currently working towards Goal 4: 'Attract media coverage and popular support for the campaign' and as such, have started the application process to be formally awarded Fairtrade Town Status by the Fairtrade Foundation.

Consequently, Members views are sought in respect of how Folkestone Town Council can participate in and support Fairtrade Fortnight (24<sup>th</sup> February – 8<sup>th</sup>

March) whilst attracting media attention and so facilitating achievement of 'Goal 4'.

The next Steering Group meeting is provisionally scheduled for w/c 10<sup>th</sup> February 2020 with further details to follow.

#### **14. FOLKESTONE PRIDE**

i) Folkestone Town Council have received a request from a volunteer Events Coordinator for Folkestone Pride to fly the Pride Flag from the Town Hall ahead of the Pride Event scheduled for 18<sup>th</sup> July 2020.

Further to the Committees resolution after consideration of Report CS/14/167 (attached) at its meeting on 14.10.2014:

***'That Folkestone Town Council continues to display all flags as listed in the report and at all other times only the Union flag and/or the Folkestone Flag will be flown.'***

Members views are sought.

ii) It has also been requested that we consider a coloured lighting scheme for to illuminate the Town Hall facade. There is currently no budget for this and given the Town Hall is a listed building, Folkestone Town Council would not receive planning permission for this installation.

#### **15. COUNCIL WEBSITE**

Folkestone Town Council is one of a number of parishes in Kent that has a free parish website developed by Kent County Council. Since 2005, Cantium have been providing the Web Hosting and Support Service at a rate of £150 per annum to all Parish Councils as a wholly owned subsidiary of KCC.

As of August 31st 2020, Parish Council website will no longer be provided in their current form by Cantium as they are replacing their service as all websites need to be upgraded to meet the new regulations of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, which states that by 23rd September 2020, websites for all public sector bodies must be inclusive and accessible for all. These legal changes build on existing obligations of the Equality Act 2010 and the duty to make reasonable adjustments for the disabled.

Cantium have provided an offer to all existing parish website users based on a 3 year agreement which includes upgrading the sites to meet the regulations and hosting from September subject to acceptance by 31<sup>st</sup> January. The Town Clerk is currently getting comparison quotes from other providers of parish websites that are able to meet the new regulations provided by KALC and SLCC and will ensure the Council's website meets the new requirements within the statutory timeframe.

#### **17. DATE OF NEXT MEETING – 7<sup>th</sup> April 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 19<sup>th</sup> November 2019 at 7pm.**

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

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

### **1086. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Belinda Walker.

### **1087. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1088. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 1<sup>st</sup> October 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting 1<sup>st</sup> October 2019 be received and signed as a correct record.**

Proposed: Cllr Jonathan Graham

Seconded: Cllr Peter Gane

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

### **1089. FOLKESTONE MUSEUM PRESENTATION**

Darran Cowd, Curator provided a presentation with an overview of his background and experience further to his recent appointment.

### **1090. FOLKESTONE MUSEUM REPORT**

The Committee was asked to receive and note Report CS/19/259.

**RESOLVED: To receive and note report CS/19/259.**

Proposed: Cllr Ann Berry

Seconded: Cllr Paul Bingham

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

### **1091. FOLKESTONE TOWN COUNCIL - TREE CHARTER BRANCH UPDATE**

After some discussion it was

**RESOLVED: That at the next meeting 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.**

Proposed: Cllr Michelle Keutenius  
Seconded: Cllr Peter Gane  
Voting: F:7, Ag:0, Ab:0

**1092. LITTER BINS**

After some discussion it was

**RESOLVED: That at the next meeting the Communities & Events Officer will provide an update in respect of costs to replace and/or restore litter bins. Members were asked to forward details as soon as possible of any damaged blue and gold bins in their Wards.**

Proposed: Cllr Peter Gane  
Seconded: Cllr Jonathan Graham  
Voting: F:7, Ag:0, Ab:0

**1093. 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.

**Noted**

**1094. CHRISTMAS LIGHTING AND SWITCH ON EVENT, PARADE & FESTIVITIES**

The Communities & Events Officer provided an update in respect of Christmas lighting installations and the Town Centre Switch On event.

**1095. 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 were asked if it wished to release the funds from the 2019/20 budget.

**RESOLVED: That £1,700 be released from the Youth Facilities budget to support continued schools hockey coaching.**

Proposed: Cllr Peter Gane  
Seconded: Cllr Jonathan Graham  
Voting: F:7, Ag:0, Ab:0

**1096. 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.

**Noted**

1097. DATE OF NEXT MEETING – 4 February 2020

.....Chairman

4 February 2020

This report will be made public  
on 28 January 2018

**Folkestone  
Town Council**



Report Number: **CS/20/263**

**To:** Community Services  
**Date:** 4<sup>th</sup> February 2020  
**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 last half of Q3 and first half of Q4 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/20/263

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 It is very pleasing to note continued visitor growth. Analysis of the automated people counter at 2019 year-end showed 40,429 visits to the museum and Town Hall (based on 96,836 people counter triggers). This is an increase of 5,416 on 2018s 35,013 and 10,320 on 2017s 30,109; it should be noted that 2017 only saw figures for April-December and it also being subject to a curiosity factor with the museum newly open. None of these counts include attendance at events held in external spaces surrounding the museum therefore the above figures are likely to be smaller than the actual number of visitors engaged with.
- 1.2 The Museum has joined the Wheels of Time network which is a Kent wide scheme to support and drive under 16s visits to Museum across Kent. The scheme sees each participating Museum award a badge with bronze, silver and gold award certificates awarded based on the number of Museum visited. This will see Folkestone Museum cross-promoted in Medway, Thanet, West Kent and the North Kent Coast.

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

British Science Week 2020 planning continues with a full programme now defined. Friday 6th March sees a launch event for the week including the announcement of the findings of carbon 14 analysis of St Eanswythe's relics. The first Saturday is based around Anglo-Saxon textiles and costume with talks, 6th century weaving (participatory), replica costume. Monday to Friday sees school morning workshops based on a CSI format (the C being conservation) with the education space set up as a lab, this will be available as a drop-in during afternoons for general visitors; complimentary expert led talks will also feature on three afternoons based on the permanent galleries, 6th century internationalism and gender. A performance-based arts event will also take place on Thursday evening by Lunatraktors. The week will conclude with an Anglo-Saxon camp with reenactors portraying life either in the external to the front or rear of the Museum. It is increasingly looking like this event will form the basis of a museum "relaunch".

## **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; a suite of robust transport boxes is on order with content ready to place within.
- 3.2 Seven workshops, based on the themes in the Museum displays, have now been developed using the museum collection as the key resource, these can be adapted for a variety of age groups but are primarily aimed at Key Stage 1-3. These are being marketed through direct mailshot of the new learning

brochure during February, a refreshed learning section of the Museum website and advertising in publications such as Primary Times and Times Educational Supplement. Delivery planning is allowing for a minimum of three led workshops per week during term-time; these are chargeable, pricing set on a cost recovery basis. During the current period 7 formal learning workshops have taken place.

- 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. The story mat will be launched at an evening event on the 4<sup>th</sup> March, with staff and volunteer training taking place shortly after. Stakeholder training, including Headway and Nepalese community contributors, will also be undertaken to maximise use of the mat in the community.

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

- 4.1 Drop-in craft sessions from November through to January, predominant on Saturday's, numbered 5; themes included skeletons, Chinese New Year and a variety of Christmas crafting sessions. A wider ranging day exploring Christmas through the ages, through craft, storytelling and investigation was held on the 21<sup>st</sup> December.
- 4.2 The Friends of Folkestone Museum hosted 2 talks on the Museums behalf, Terry Smith (noted fashion and portrait photographer) and Samphire Hoe (a talk about its flora & fauna). A behind the scenes tour for retired Rotarians on 6th December was given by the Curator.

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

- 5.1 A day was spent on 11th December with Tricolor working on evaluation. The evaluation data that already exists has been brought together to allow for final, or "late-interim", evaluation reporting. The workshop then turned to the exploration of high impact-low interest (and vice-versa) local and regional stakeholders that could be consulted on their views of the success of the project; data based on Council wards and pre-NLHF period museum and heritage projects in the area is now being used to construct a baseline to measure success of the project against.

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

- 6.1 The current exhibition, 'Eurotunnel 25 years' continues its run though till the start of March.
- 6.2 A book launch for Vincent Williams latest book 'Folkestone in the War' was hosted in the Museum on 15<sup>th</sup> November 2019.

- 6.3 The 'Re-imaging of the arrival of the Belgian Refugees' was unveiled at an event in the Museum on the 1<sup>st</sup> February; it will be displayed in the meeting room window during March & April for passer's by to see and to draw them into the Museum.

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

- 7.1 A number of volunteer applications have been received since the volunteer profiles went live on the Kent Coast Volunteer website with the applicants subsequently being interviewed; so far this has led to 3 new volunteers joining the team with more to follow.
- 7.2 During the current period volunteers have contributed to the collection audit, drop-in craft activities, the 'Christmas Through the Ages' event and as meet & greeters to Museum visitors. To date, from the last Museum report, volunteers have contributed approximately 170 hours to the Museum; this does not include attendance at training workshops.
- 7.3 Four training workshops for staff, Councillors and volunteers took place during January. These centred on the art collection, looking at provenance, identification, disaster & salvage techniques and "What, no Leonardo?" equipping volunteers and staff with a knowledge of highlights of the art collections so they can lead tours of works on display and some of the important works in the (currently) stored collection.

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

- 8.1 The audit of the collection inventory is progressing. Volunteers are contributing to the audit of the palaeontology and numismatics collections. Work to understand the original museum documentation archive has also taken place, again with valuable volunteer input.
- 8.2 The online learning resources website for the Museum, effectively a more detailed catalogued laid out thematically with lesson and activity ideas is currently at the wireframe stage with contented being generated in house; this will enable teachers to use the museum as a remote resource.
- 8.3 The Roman and Archaeology cases redress project has had its first draft interpretative text produced and object selections made. The original electronic graphics files are to hand which means that the panels can be updated without difficulty.
- 8.4 It is extremely pleasing to note that one of the volunteers who has returned has now taken the Curator through a reconstructed pre-1960 register of accessions that he has produced based on a listing project of surviving collections object history files; this has allowed the Curator to make a quantum leap in an

understanding of the collection. All of this paperwork has also been digitised; therefore, they can be attached to the relevant object records on MODES while that actual document can be archived, and further space released in the environmentally controlled collections store. A follow-on project has been identified which will see further collections information compiled from the original borough council minute books held in the County Archives.

## **9. Objective: Conservation**

- 9.1 Goodburn-Brown and Marie le Saux have continued the conservation assessment of the archaeology collection with a number of finds taken off site and x-rayed to form a structured workflow for contract and volunteer led conservation projects. This included a previously unidentified World War 2 li anti-aircraft shell which had presumably been excavated alongside the roman pot sherds in which it was mixed; a pre-cautionary visit to the conservator's premises was organised with the Royal Logistic Corps Bomb Disposal team in line with the Museum's collection hazards management procedures.

More widely the x-rays are already beginning to show previously hidden gilded decoration on several unprocessed Dover Hill Anglo-Saxon Cemetery finds.

- 9.2 Packing material are now onsite to allow for denser shelf storage, the preliminary work being done by the above, who will also lead volunteer training to enable volunteers to undertake this work under the Curator's supervision.
- 9.3 The condition assessment of the art collection is now complete with Krystyna Matyjaszkiewicz now producing a briefing document on for both frame, painting and works on paper conservators. Krystyna has also led the art collection training mentioned above.
- 9.4 A review of the collection management procedures is complete with findings now being implemented. This has included a new MDA museum prefix code from the Collections Trust to differentiate the management & ownership of the collection from the pre-1972 Town Council and latter County Council owners. Procedures have been amended to ensure that all entry & transfer of title forms and agreements are made out in the name of Folkestone Town Council as 'Folkestone Museum' itself is not legal entity.

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

- 10.1 National Lottery Heritage Fund support for Folkestone's Heart is due to conclude on the 31<sup>st</sup> March, however as some budget remains it is hoped to negotiate an extension to make use of the underspend to further the Museum's aims.

## **11. Objective: Resilience**

- 11.1 The Curator met the Arts Council England Museum Relationship Manager, Joe Minden, on 22<sup>nd</sup> November 2019. The meeting was extremely positive with Mr Minden outlining the various ways in which ACE could assist in developing the Museum including how to access various grant streams that it manages.
- 11.2 The Curator has now met with Isabel Hughes, the Museum's newly appointed NLHF monitor. As the Museum has not had a formal monitor before it has proved useful and productive to have a critical friend with specific reference to Folkestone Heart's principal funder.
- 11.3 The Curator, with the assistance of the NLHF monitor, has been looking at ways to strengthen the Folkestone Museum Advisory Group as it has become somewhat depleted due to changes in its composition. The Curator as a first formal step would like to propose that Dr Andrew Richardson of Canterbury Archaeological Trust join FMAG due to his long-standing involvement with the town's heritage.

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

- 12.1 The Town Clerk and Curator organised a visit by the Quantity Surveyor on 21st November 2019 for the original building project to give informal advice about the conversion of the currently unused sub-basement. Whilst there would be considerable work involved conversion is possible (subject to further structural investigation, principally around the foundations); it would be a quantum leap in storage and collections care facilities. This would have to be a major grant funded project for the future but with NLHF funding for the original project ceasing during 2020 thoughts are turning to the future growth of the museum and its collections.

## 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

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

**Folkestone  
Town Council**



Report Number **CS/20/264**

**To:** Community Services Committee  
**Date:** 4<sup>th</sup> February 2020  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT: CCTV**

**SUMMARY:**

Folkestone Town Council officially took over responsibility of the town's public realm CCTV on the 16<sup>th</sup> July 2014 and developed a fit for purpose system that has been extended since.

**REASONS FOR RECOMMENDATION:**

**The Council is asked to consider the following report because:**

The ongoing costs for monitoring and maintaining a fit for purpose CCTV system, need to be accounted for in future budgets.

**RECOMMENDATIONS:**

- 1. To receive and note Report CS/20/264**
- 2. To note the ongoing budget requirements**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – £15,000 annual budget.

Equal Opportunities – Equal opportunities for all.

## **1. Introduction**

At the ordinary meeting of Folkestone Town Council on 18<sup>th</sup> September 2014 it was noted that Clearview Communications submitted the successful tender to supply and install a new IP based Public Realm CCTV system.

Nineteen cameras were subsequently installed together with NVR's located in the Town Hall and various wireless links on lamp columns and buildings around the town.

Since the original installation additional cameras have been added including the Coastal Park and Cheriton High Street.

## **2. Maintenance**

The Public Realm CCTV system is currently maintained under a silver agreement with Clearview Communication which expires on the 31<sup>st</sup> March 2020, however, the agreement will automatically renew at the end of each term for a further year unless the Council provides ClearView with written notice of termination at least 30 days prior to the end of the relevant term.

The 2019/20 silver service costs excluding VAT are:

Town Centre	£6,014
Coastal Park	£4,188
Cheriton High Street	£1,415

Cover includes four preventative maintenance (PPM) visits per annum to clean and maintain the cameras with chargeable reactive call-outs, remote support and parts.

Chargeable reactive call-outs are based on 2 x Engineers + Cherry Picker at a rate of:

£129.00 + VAT per engineer for the first hour  
£75.00 + VAT per engineer for any hour thereafter  
£22.50 + VAT per hour for the Cherry Picker is charged at.

A remote fix is charged at £50.00 + VAT.

During the current financial year Council has spent circa £8,000 over and above the silver contract, this is predominantly for reactive call-outs following storm damage or vandalism etc and parts; all equipment except the Cheriton High Street cameras are out of warranty.

## **3. Budget Implications**

Council has set the 2020/21 maintenance budget at £15,000.



#### 4. Options

Council's adopted Financial Regulations allow for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council, therefore, the Town Clerk has sourced the following options with our existing provider:

- i) Annual **SILVER** contract price (3-year contract) inclusive of 4 preventative maintenance visits with chargeable reactive call-outs. £11,760.00 per annum ex VAT
- ii) Annual **GOLD** contract price (3-year contract) inclusive of 4 preventative maintenance visits with 8 inclusive reactive call-outs. £16,944.00 per annum ex VAT
- iii) Annual **PROACTIVE MAINTENANCE ENGINEER** contract price (3-year contract) inclusive of preventative maintenance visits and all reactive call-outs (dealt with during the next proactive maintenance engineer visit). £15,860.00 per annum ex VAT

Some of the benefits of the Proactive Engineers are listed below:

- Proactive system maintenance improves the lifespan of systems reducing cost to the client
- Knowledgeable engineers dedicated to your sites and the contract to ensure unrivalled system and site understanding
- The Proactive Engineers' labour can be used as labour for installations, tangibly lowering the costs for future small works and installations
- Locally based Engineers to reduce the carbon footprint in line with Clearview's social sustainability policies and Environmental Management System (ISO14001:2015)
- The engineer is still managed by ClearView and will prove to be of no operational strain to the Council. In fact, it has been proven with other councils to be of outstanding value and gives great peace of mind.
- The engineers will take care of all of the PPM's, any faults, constant system optimisation and provide the labour for any small works, meaning the Council should only have to pay for parts. This will save the Council money and make things as easy for the Council as possible.

#### 5. Recommendation

It is recommended that Council opt for the Proactive Maintenance Engineer option as two Proactive Engineers who know the system including the locations and restrictions for accessing the links together with a Cherry Picker will be allocated to Folkestone Town Council for one day, every other week, for the duration of the contract.

This report will be made  
public on 7 November  
2019

**Folkestone  
Town Council**



Report Number **C/19/258**

**To: Full Council**  
**Date: 14 November 2019**  
**Status: Public Report**

**Subject: FOLKESTONE SMALL PARKS**

**SUMMARY:**

This report outlines the talks the Town Clerk has had with Folkestone & Hythe District Council regarding the transfer of eight Small Parks in Folkestone to the Town Council as part of a district wide play strategy.

**REASONS FOR RECOMMENDATION**

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

- a) Folkestone Town Council have been asked to take responsibility for the 8 small parks via 30 year leases.
- b) Folkestone Town Council has always aspired to diversify for the good of the community it serves.

**RECOMMENDATIONS:**

1. To receive and note Report C/19/258
2. To approve the Town Clerk entering into lease negotiations.
3. To add a growth item to the budget of £25,000 per annum.

Aims and Objectives – *Quality Council Status*  
Financial Implications – *£25,000 per annum*  
Equal Opportunities – *Equal access to services*

## 1. INTRODUCTION

On the 12<sup>th</sup> September 2019, Councillor Peter Gane moved a motion to request that the Town Clerk enters into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

MINUTE 1627. NOTICE OF MOTIONS

**RESOLVED:** The Town Clerk to enter into talks with Folkestone & Hythe District Council, to establish the number of play areas involved in their proposed priority play sites strategy, and whether the District Council are willing to transfer the non-priority sites, at no cost, to Town Council together with an upfront dowry, similar to that provided following the devolution of Public Realm CCTV and bring a report back to Town Council so that an informed discussion can commence regarding our willingness to take over the small plays areas of our town.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:16, Ag:1, Ab:0

## 2. PROVISION

The following eight small parks have been identified for potential transfer to Folkestone Town Council via 30 year leases with covenants that the land remains as public recreational ground:

Coniston Road, CT19 5SQ

Downs Road, CT19 5TH

Firs Lane, CT19 4QE

George Gurr, CT19 6LG

Naseby Avenue, CT20 3SJ

Pine Way, CT19 4QL

Roman Way, CT19 4QL

Southern Way, CT20 1PW

## 3. MAINTENANCE

All parks must be inspected 3 monthly and annually by a 3<sup>rd</sup> party qualified inspector. Best practice is to also undertake a visual inspection on a weekly basis, this does not need to be by a qualified inspector, but Council would have to be able to demonstrate competency.

The district council have had the annual ROSPA inspection of the park equipment and have indicated that they would be looking to offer a dowry of circa £45,000 this would cover the known repair costs following the annual report together with an allowance for unexpected vandalism &

repairs and the annual qualified ROSPA play area inspections (£68.50 per annum) for a five year period:

Coniston Road	£5,875
Downs Road	£4,350
Firs Lane	£5,475
George Gurr	£5,245
Naseby Avenue	£4,240
Pine Way	£7,175
Roman Way	£6,500
Southern Way	£6,725

FHDC currently undertake the weekly and 3 monthly inspections for most of the town and parish councils in the district but outsource the annual ones to ROSPA, the average price for the weekly and 3 monthly inspections is £800 per park per annum.

The above dowry does not include any provision to support grounds maintenance, office administration or the weekly/3 monthly safety inspections which Council would need to meet via a growth item, the initial growth could be met from the new services reserve.

Council will also need to fund its own legal costs relating to the proposed transfer.

#### **4. OPTIONS**

Option 1: To accept the transfer of the 8 small parks and instruct the Town Clerk to negotiate the terms of the leases and accept the proposed dowry.

Option 2: To accept the transfer of the 8 small parks and instruct the Town Clerk to negotiate the terms of the leases but seek a larger dowry to help offset the additional costs that would need to be met by the precept.

Option 3: Decline the offer for the transfer of the 8 small parks, which places them at risk of closure.

This report will be made  
public on 7 October 2014

**Folkestone  
Town Council**



Report Number **CS/14/167**

**To:** Community Services Committee  
**Date:** 14 October 2014  
**Status:** Public Report  
**Responsible Officer:** Town Clerk

**SUBJECT:** Flag Flying

**SUMMARY:** The report provides a schedule of flags flown by the Town Council.

**REASONS FOR RECOMMENDATION:**

At the Community Services Committee meeting 5<sup>th</sup> August 2014 members resolved: *That a report be produced regarding what flags Folkestone Town Council currently fly including their locations, when they are flown and significance.*

**RECOMMENDATIONS:**

- 1) To receive and note report CS/14/167

## **April**

St George's Day	Pole 2 Union Flag
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## **June**

D Day	Pole 1 Navy (White Ensign), Pole 2 Union Flag, Pole 3 RAF, Pole 4 Merchant Navy (Red Duster)
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Armed Forces Day	Pole 2 Union Flag. Pole 3 AFD flag, portable flag poles x 3, the Leas, Folkestone Flag, AFD and Union Flag
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Town Sunday	St Mary's and St Eanswythe's Church, Folkestone Flag
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## **July**

Canada Day	Pole 3 Canadian Flag
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## **August**

VJ Day	Navy (White Ensign), Pole 2 Union Flag, Pole 3 RAF, Pole 4 Merchant Navy (Red Duster)
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## **September**

Merchant Navy Day	Pole 2 Union Flag, Pole 4 Merchant Navy (Red Duster)
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Battle of Britain	Pole 2 Union Flag, Pole 3 RAF Flag
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## **October**

Trafalgar	Pole 2 Union Flag, Pole 1 Navy (White Ensign)
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## **November**

Dedication GOR	Pole 1 Navy (White Ensign), Pole 2 Union Flag, Pole 3 RAF, Pole 4 Merchant Navy (Red Duster)
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Remembrance Sunday	Pole 1 Navy (White Ensign), Pole 2 Union Flag, Pole 3 RAF, Pole 4 Merchant Navy (Red Duster)
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Armistice Day	Pole 1 Navy (White Ensign), Pole 2 Union Flag, Pole 3 RAF, Pole 4 Merchant Navy (Red Duster)
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The poles are numbered left to right with number one the nearest to the Church Tower.