



FOLKESTONE TOWN COUNCIL

Date of publication: 29 March 2021

AGENDA

Meeting: **Community Services Committee**
Date: **6 April 2021 (Tuesday)**
Time: **7.00 p.m.**
Place: **Virtual Zoom Meeting [Link](#)**

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 2nd February 2021 and to authorise the Chairman of the Committee to sign them as a correct record.

4. **FOLKESTONE MUSEUM REPORT CS/21/286**
The committee is asked to receive and note the attached report.
5. **COMMUNITIES & EVENTS OFFICER REPORT CS/21/287**
The committee is asked to receive and note the attached report.
6. **DATE OF NEXT MEETING – 1st June 2021**

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held virtually by Zoom on Thursday, 2nd February 2021 at 6.30pm.

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

In attendance: Jennifer Childs, Town Clerk
Vicky Deakin, Communities & Events Officer
Councillor Richard Wallace

1135. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Graham due to work commitments.

1136. DECLARATIONS OF INTEREST

Councillors Paul Bingham, Michelle Keutenius and Belinda Walker declared a personal interest in the Museum Report as Friends of the Museum.
Councillor Michelle Keutenius declared a personal interest in the Hot Meal Scheme.

1137. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 19th November 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 19th November 2020 be received and signed as a correct record.

Proposed: Councillor Roger West
Seconded: Councillor Paul Bingham
Voting: F:7, Ag:0, Ab:0

1138. FAIRTRADE

The Communities and Events Officer updated the Committee in respect of ongoing tasks and their development to achieve the remaining two goals to attain Fairtrade Status for Folkestone Town Council with details of associated projects required in 2021 to re-engage with the local business and residential communities whilst sustaining momentum for this initiative. It was suggested that a Steering Group be re-established to meet quarterly at 5pm with a proposal for the first to be held at the end of February and the Co-Op be invited to submit an article for the community magazine as a strong advocate for Fairtrade. Members were asked to bring any suggestions to the Communities and Events Officer ASAP in respect of a small online event(s) they would like Folkestone Town Council to organise as part of Fairtrade Fortnight which takes place from 22nd Feb – 7th Mar 2021.

1139. TREE PLANTING 2020/21 AND PROPOSALS FOR 2021/22

The Communities and Events Officer and Councillor Richard Wallace updated the Committee in respect of the current planting schedule including key observations and details from Tree Wardens to assist and facilitate considerations for the 2021/22 scheme.

1140. FLOWER & SHRUB BEDS 2020/21 & 2021/22

The Town Clerk advised Committee that the schedule provided by the district council covered the annual shrub and flower bed maintenance work for 2020/21, 2021/22 and 2022/23; and in line with Council's commitment to becoming Carbon Neutral by 2030 proposals for planting wildflower verges are currently being developed with the County Council.

RESOLVED: That £32,500 be released for the 2020/21 Parks, Gardens & Recs budget for the annual shrub and flower bed maintenance.

Proposed: Councillor Roger West
Seconded: Councillor Ann Berry
Voting: F:7, Ag:0, Ab:0

RESOLVED: That £32,500 be released from the 2021/22 Parks, Gardens & Recs budget for the annual shrub and flower bed maintenance.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F:7, Ag:0, Ab:0

RESOLVED: That £1,275 be released from the 2020/21 local projects budget to support the wild verges initiative.

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

1141. RED TELEPHONE BOX, THE STADE

The Town Clerk updated the Committee in respect of the Red Telephone Box on the Stade which has been used since 2010 by Shane Record.

RESOLVED: That the Town Clerk write to Shane Record and thank him for utilising the phone box and advise that the Town Council will no longer be allowing third party use as it is going to be re-utilised to house a community defibrillator.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Peter Gane
Voting: F:7, Ag:0, Ab:0

1142. FOLKESTONE MUSEUM REPORT CS/21/279

RESOLVED: That report CS/21/279 be received and noted.

Proposed: Councillor Roger West
Seconded: Councillor Ann Berry
Voting: F:7, Ag:0, Ab:0

1143. ENVIRONMENT WORKING GROUP REPORT CS/21/280

RESOLVED: That report CS/21/280 be received and noted; and to recommend to Full Council that the revised Committee Structures together with associated Terms of Reference, Schedule of Dates and Budget Allocations be implemented for the 2021/22 Municipal Year.

Proposed: Councillor Belinda Walker

Seconded: Councillor Ann Berry

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

1144. CHRISTMAS LIGHTING AND FESTIVITIES REPORT CS/21/281

Committee asked that any repairs necessary for the ceiling of lights in Rendezvous Street be monitored and should replacement be needed, braids or baubles are to be utilised to reduce ongoing costs.

RESOLVED: That report CS/21/281 be received, noted and option 1 to maintain the status quo with regard to re-utilising the current infrastructure be approved.

Proposed: Councillor Roger West

Seconded: Councillor Peter Gane

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

1145. TOURISM REPORT CS/21/282

Further to the presentation provided by Alex Ridings and Nina Jackson of MyFolkestone ahead of the meeting, committee considered the request for support to provide a virtual high street to enable local businesses to recover from the impact of the coronavirus pandemic against the tourism service already being provided by Council.

RESOLVED: That report CS/21/282 be received and noted.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

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

RESOLVED: To participate in the MyFolkestone Discover Package for a maximum of 12 more months at a rate of £149 a month; after which MyFolkestone be advised to apply for funding via the Councillor grant schemes.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:5, Ag:1, Ab:1

1146. HOT MEAL SCHEME REPORT CS/21/283

Councillor Michelle Keutenius moved a vote of thanks for the Communities and Events Officer for co-ordinating the Christmas Hot Meal Scheme at such short notice.

RESOLVED: That report CS/21/283 be received and noted.

Proposed: Councillor Paul Bingham

Seconded: Councillor Michelle Keutenius

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

RESOLVED: That £3,000 be released from the Xmas Meals budget to provide hampers during the April half term holiday to families in need that do not qualify for Free School Meal vouchers from the County Council.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor Peter Gane

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

1147. DATE OF NEXT MEETING – 6th April 2021 @ 6.30pm

The meeting concluded at 19.30pm

Chairman

Date

This report will be made public
on 30th March 2021

**Folkestone
Town Council**



Report Number: **CS/21/286**

To: Community Services
Date: 6th April 2021
Responsible Officer: Town Clerk
Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 19th January 2021 to 22nd March 2021.

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/21/286

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

1. Introduction

The Museum has remained closed due the third national lockdown put in place on 4th January 2021, to counter the effects of Covid-19, the 'Kent Variant'. The 'Roadmap out of Lockdown', announced on 22nd February, sees museums, along with other indoor entertainment venues unable to open before 17th May at the earliest.

A countdown to reopening plan has been put in place that should see the Museum reopen on Tuesday 25th May, allowing a week of operations before the end of term school break commences, while allowing for slight slippage in the *Roadmap* timetable. It should be noted that this date may yet change depending on the Government's assessment of the factors dictating the speed at which the timetable proceeds. Initially reopening will be on a *5-days-per-week* basis, which will be reviewed as visitor confidence and need increases.

2. Exhibitions

As previously noted the Rev. David Railton exhibition, which had only opened three weeks prior to the 2nd (November) lockdown, will continue its run through the summer period.

A co-ordination meeting was held with Creative Folkestone at the start of February to map out the interrelationship of the now confirmed 2021 Triennial with the Town Council. The key aspect, as previously reported will be the William Harvey exhibition, which will feature a component of one of Creative Folkestone's commissioned artworks. The Museum will also be supporting parts of the Triennial programme, including hoped for external performance in Market Place and 'short walks' led by staff about Harvey and St Eanswythe.

A second meeting with Folkestone Pride was held during in late February to establish outline parameters for the 2022 exhibition about Michael Dillon. It was felt that a key outcome of the project should be that the Museum should be actively seen by families and individuals, that feel themselves judged as other, as a safe space where they can both engage with the town's heritage *and* its diverse and increasingly inclusive communities. The Curator is currently drawing up a tighter exhibition brief and outline budget with the aspiration of attracting external funding, in particular an Arts Council England museum project grant.

As part of the countdown to reopening plan annual display case deep cleaning has been planned, which will take place during April, when the Museum staff return to the building full-time.

3. Outreach and Education

As in the previous period informal engagement has been restricted to the Museum's online channels. With the February half-term and British Science Week falling within the period two specific sets of online resources were created. That for the holiday was a four-part activity based on shadow puppetry, while for science week looked at future innovations, which were inspired by the natural

history collection; both are available to view on the Museum's social media channels.

A summer & autumn programme of activity has been put together, with external providers being booked at the time of writing. This will take the form of collection themed weeks during the main summer holidays and more specific themed days on or as near as possible such days as Harvey Sunday and the Feast of St Eanswythe.

Formal (schools) engagement has been restricted to the FMlearnwithobjects website (to which further improvement have been made); however it is planned to reconnect with schools during April to encourage bookings for visits and workshops, that may take place during the summer term, likely at a reduced level, but with the aspiration to be back on track with start of the 2021-2022 school year as anticipated in the (pre-Covid) business plan.

The Museum team is pleased to report that the FMlearnwithobjects website was nominated for permanent preservation within the digital archives of the British Library by one of website's users and it has confirmed that this will take place.

4. Friends of Folkestone Museum

The Friends of Folkestone Museum monthly lectures have continued to be very well received, with thanks to the Friends for organising them. Tony Quarrington gave a talk about the story behind his walking tours for the February talk, while March's was given by Grenville Hancox on 'caring through singing'. A third talk also took place in February with the Curator giving a talk at the end of the friends AGM about when things go wrong in Museum's and heritage and how to avoid them.

The Friends have also continued to support the Museum through the sponsorship on new acquisitions, for which the Museum is extremely grateful, see item 6.

5. Conservation and Collection's Care

The Curator has continued weekly on-site collection and display checks to ensure that everything remains in a healthy state during closure. Likewise, the work by the Museum team to build collections knowledge through improved documentation has continued. Enquiries from the British Museum and from Malta about the numismatics and arts collections have also allowed some deeper research into particular artefacts for which there was little recorded information, in particular a set of electrocopy Roman coins and medallions which now appear to have come to Folkestone in the 1880s and the possible misattribution of 17th Century painting of St Francis of Assisi which may in fact be the work of Neapolitan painter Mattia Pretti (1613-1699).

6. Collection Acquisitions

The Museum has been working with the Friends of Folkestone Museum and the Remembrance Line Association on the acquisition of the nameplate of one of the

last steam locomotives to work the Harbour Branchline in the 1960s. The consortium bid at auction was successful and the plate will be deposited with the Museum for display in due course.

7. Town Trail and District Council 'Place Plan'

The groundwork for the additions to the town trail have been outlined, however progress has been hampered by the lockdown, particularly the ability to undertake archival research as sources, such as the Library and Kent History Centre, have been closed. A second working group meeting is being organised at the time of writing and is likely to take place shortly after the Community Services Committee meeting.

The Curator took part in the 'We Made That' led Folkestone & Hythe District Council place plan consultations on the 5th March 'Place, Heritage and Revitalisation'.

Corporate Plan KPI Performance for January & February 2021

D9 – Number of visitors to the Town Hall; *closed due to Corona Virus Lockdown*

D11 – Annual hits on Council's websites (Museum Only); November 4,818 (unique number of visitors 2,532), December 3,447 (unique number of visitors 2,170)

D12 – Annual Facebook Likes (Museum Only); January 2,401 (daily reach 16,054* for the month), February 2,414 (daily reach 2,905 for the month)

D13 – Annual Twitter Followers (Museum Only); 588 to date

M1 - Number of bookings of the Temporary Exhibition Room per annum; September 1, October 2

M2 – Number of volunteer hours per annum helping to deliver museum services; *not possible Corona Virus Lockdown*

M3 - Number of school visits per annum; *not possible due to Corona Virus Lockdown*

M4 - Number of paid bookings of the Education Room per annum; *not possible Corona Virus Lockdown*

** This extreme peak is due to a social media campaign to push online formal learning resources*

NB the Folkestone Museum Instagram account also has 1,355 followers

This report will be made
public on 30 March 2021

**Folkestone
Town Council**



REPORT NUMBER CS/21/287

To: Community Services Committee
Date: 6 April 2021
Responsible Officer: Town Clerk
Subject: Communities and Events Officer Report

SUMMARY:

The report provides an update on the delivery and development of services and events led by the Communities & Events Officer.

REASONS FOR RECOMMENDATION:

The Town Council is committed to the continual development of its services and events.

To identify what aspects of our Community Services within Folkestone Town Council require priority development, especially mindful of Covid19 and its far-reaching impact and to consider the provision of additional services to enhance existing resources. Therefore, there is a need to show evidence of current provision and those to be considered for the future.

RECOMMENDATIONS:

1. To receive and note Report CS/21/287
2. To consider hosting a Kwik Cricket & Football Tournament in 2021.
3. To approve the release of £2,100 from the 2021/22 Youth Facilities budget for cricket coaching.
4. To approve the release of funding from the 2021/22 Local Projects budget to facilitate support of the Fairtrade Action Plan.

Aims and Objectives – *To enhance the current services to the community*
Financial Implications – *Services Budget 2021/22 £99,800*
Equal Opportunities – *Access to all*

1. INTRODUCTION

The intent of this report is to summarise the delivered and developing projects from October 2020 to April 2021.

2. PRIMARY SCHOOLS KWIK CRICKET & FOOTBALL TOURNAMENTS

2.1 Folkestone Town Council are considering organising specific events and as such, the C & E Officer has drafted Version 1 of a Covid19 Risk Assessment (Appendix A) and written to all primary schools, including this as a supporting document, to ascertain their willingness to take part in the annual (pre Covid19) FTC sports tournaments in May and June 2021 respectively which have become key fixtures in Folkestone schools events calendars as we enter the eleventh year.

2.2 Responses currently received (more exact details to be provided at the meeting) have been mostly enthusiastic and receptive to the proposal although, understandably, schools cannot formally commit until further guidelines with updated road map for relaxing of restrictions are announced.

2.3 Three Hills Sports Park have indicated that they would be willing to host any such outdoor events at this time.

2.4 These competitions are for year 5 and 6 pupils.

2.5 The last time these tournaments were held there was an excellent response from local schools with up to 18 teams entered for each and over 360 children taking part. The umpires / referees are volunteers from Folkestone Cricket Club / local football clubs with Folkestone secondary schools assisting with square leg umpiring. These events join the school's community with the focus on fun and participation.

2.6 Members views are sought.

3. CRICKET COACHING

3.1 Folkestone Town Council have been supporting cricket coaching delivered by Folkestone Cricket Club in primary schools for 10 years.

3.2 In 2020, as the lockdown was slowly eased, Folkestone CC were able to provide a limited socially distanced training for some of their juniors.

3.3 With schools still closed, Folkestone CC held a cricket summer camp for juniors following covid guidelines and social distancing safety measures.

3.4 This was very well attended / received by juniors and parents alike.

3.5 FTC funding was applied to providing coaches who delivered high quality training sessions and equipment such as bats, balls, stumps etc.

3.6 The camps saw 30 children split in to 6 groups of 5 plus 1 coach and were held over two weeks on the following days / times:

- 12th, 13th & 14th August from 10:00 to 15:00

- 19th, 20th & 21st August from 10:00 to 15:00

3.7 Members are asked if they wish to release the £2,100 in the 2021/22 Youth Facilities budget earmarked for cricket coaching to continue this provision.

4. ARMED FORCES DAY

- 4.1 Armed Forces Day takes place on the last Saturday each June. The annual event provides the opportunity for people to show their support and give recognition to the Armed Forces Community including current Service personnel, veterans, cadets and Service families.
- 4.2 The event supports Council's pledge to the Armed Forces Covenant that together we acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.
- 4.3 Many towns and cities that would usually hold a physical event are organising virtual events for 2021 due to Covid19 and the ongoing challenges faced in delivering a safe and successful physical event.
- 4.4 The C & E Officer is currently liaising with local cadet units, serving regiments, military charities and schools to explore the potential to work in partnership with them to deliver virtual assemblies / presentations in schools to mark this years Armed Forces Day showing our continued support.
- 4.5 Discussions are underway with the Museum officers regarding their potential involvement including the suggestion to invite a local historian to speak about the history of the Armed Forces in our area.
- 4.5 The Armed Forces Day Virtual Event Tool Kit 2021 (Appendix B) outlines ideas for organising such events. Members views are sought.

5. PUBLIC REALM ASSET LISTING

- 5.1 The C & E Officer has completed photographing the Christmas lighting and flowerbeds in Folkestone and continues to log trees and litter bins to assist in the management, improvement and development of ongoing maintenance schedules whilst identifying current maintenance requirements. The Town Clerk has been developing the new system and plotting the assets into the new digital maps which will be published live on the internet.

6. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE

- 6.1 FTC continues to lead on the development of the Visit Folkestone, Hythe, Romney Marsh & The Downs tourism website with the C & E Officer recently writing to district wide tourism / hospitality businesses inviting them to update their existing content / images or newly subscribe for a listing using our new

content submission form and Business Charter (Appendices C & D) whilst offering our continued support.

6.2 This engagement has been very well received by the local tourism industry with feedback suggesting this is due to the valued reputation and ongoing development of the website / Visitor Information Service with a high level of responses / content submitted from existing and new subscribers wishing to be listed.

6.3 As Data Managers, Folkestone Town Council regularly update, develop and populate the website in liaison with the Folkestone & Hythe Tourism Board (of which we are members) whilst continuously considering new tourism initiatives to promote the area.

7. FAIRTRADE TOWN STATUS

7.1 The C & E Officer recently wrote to all local schools, youth organisations, community groups, faith groups, local businesses and retailers inviting them to join a Fairtrade Steering Group. Further to many positive responses it has been possible to re-establish the Steering Group and its first meeting will be held on Wednesday 31st March with the C & E Officer providing the CSC with a full update at its meeting on 6th April, including key objectives identified.

7.2 This meeting will include a review of the newly drafted Action Plan (Appendix E) and enable Members to identify, agree and allocate specific tasks with a 'lead' for each to be nominated.

7.3 Views will also be sought on formalising and focus on the Steering Group aims, objectives and structure through agreeing a group constitution.

7.4 Work to achieve Fairtrade status continues to bring together a cross-section of the community, united in their support for Fairtrade and for farmers and workers in developing countries.

7.5 Members are asked if they wish to release funding from the 2021/22 Local Projects budget to facilitate support of the Action Plan.

8. TREE PLANTING 2021/22

8.1 The C & E Officer, Cllr Richard Wallace (Tree Champion) and Tree Wardens have begun drafting a suggested Tree Planting Schedule for 2021/22 to be presented at the inaugural Climate & Environment Committee meeting in June for Member's consideration.

8.2 Members views and details of suggested planting sites are sought.

9. FEED A FAMILY OF 4 FOR FIVE DAYS FOOD BOX INITIATIVE

9.1 Further to the demand for and success of the Christmas Hot Meal Scheme Folkestone Town Council delivered for ten days leading up to Christmas and New Year in 2020, at its meeting on 2nd February 2021 the Community Services Committee resolved: *'That £3,000 be released from the Xmas Meals budget to*

provide hampers during the April half term holiday to families in need that do not qualify for Free School Meal vouchers from the County Council'.

- 9.2 The C & E Officer wrote to all nineteen Folkestone schools asking for them to identify up to five families in their schools that are most in need of this assistance and are just above the threshold for eligibility to receive any low-income benefits and therefore struggling significantly without the support, such as Free Meal vouchers, that other vulnerable families receive.
- 9.3 Responses were received from 16 schools with details subsequently collated and a total of 74 eligible nominated families will receive a Morrison's food hamper which will also contain easy to follow, healthy cheap meal recipe cards to be delivered directly to the recipients by DPD on Friday 2nd April.