



FOLKESTONE TOWN COUNCIL

Date of publication: 30th May 2022

AGENDA

Meeting: **Community Services Committee**
Date: **7th June 2022 (Tuesday)**
Time: **7.00 p.m.**
Place: **Town Council Meeting Room, Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY**

To: **The Community Services Committee**
(All other Councillors for information only)

YOU ARE HEREBY SUMMONED to attend a meeting of the Community Services Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, Committee Chairman or Town Clerk.

Jennifer Childs
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2022/23 Municipal Year.
3. **APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2022/23 Municipal Year.

4. DECLARATIONS OF INTEREST

To receive any declarations of either personal or prejudicial interest that Members may wish to make.

5. MINUTES

To receive the Minutes of the meeting of the Community Services Committee held on 5th April 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

6. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Climate & Environment Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

7. WORKING GROUPS 2022/23

The Committee is asked to consider whether any working or task & finish groups are necessary and if so, approve nominations for membership for 2022/23.

8. COMMUNITIES & EVENTS OFFICER REPORT CS/22/312

The committee is asked to receive, note, and approve the recommendations in the attached report.

9. CCTV REPORT CS/22/313

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

10. FOLKESTONE MUSEUM REPORT CS/22/315 & PRESENTATION

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

11. DATE OF NEXT MEETING

4th October 2022 at 7pm.

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 5th April 2022 at 7pm.

Present: Councillors Abena Akuffo – Kelly, Ann Berry, Paul Bingham, Peter Gane and Nicola Keen (Chair).

In attendance: Vicky Deakin, Communities & Events Officer

1184. APOLOGIES FOR ABSENCE

Apologies from Councillor Roger West were received and approved.

1185. DECLARATIONS OF INTEREST

Councillor Paul Bingham declared a personal interest in Item 4.

1186. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 1st February 2022 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 1st February 2022 be received and signed as a correct record.

Proposed: Councillor Ann Berry

Seconded: Councillor Abena Akuffo-Kelly

Voting: F:5, Ag:0, Ab:0

1187. FOLKESTONE MUSEUM REPORT CS/22/309

The Committee received and noted report CS/22/309. Members asked that the Town Clerk arrange for Darran Cowd (Curator) to be invited to present the next Museum Report at the meeting on 7th June 2022.

1188. COMMUNITIES & EVENTS OFFICER REPORT CS/22/310

The Committee received and noted report CS/22/310.

RESOLVED: That the annual town centre Christmas ‘Switch On’ event, parade and festivities is held on Saturday 19th November.

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

Voting: F: 5, Ag: 0, Ab: 0

1189. DATE OF NEXT MEETING

7th June 2022 @ 7pm (provisional)

Meeting concluded at 7.12pm



COMMUNITY SERVICES COMMITTEE

TERMS OF REFERENCE

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) Policy procedure and legislation
 - b) Road traffic regulation and enforcement
 - c) Highways management and maintenance
 - d) Parking
 - e) Road signs and signposting, including street naming
 - f) Footway and street lighting
 - g) Traffic orders
 - h) Traffic calming measures
 - i) Ferry, bus and railway issues, including bus shelters

2. To exercise the powers and duties of the Town Council on the physical environment of the town, including:
 - a) Local projects (horticultural, leisure, sport and recreational facilities, Christmas lighting and festivities etc)
 - b) Arts and libraries
 - c) Education and health
 - d) Public order and community safety (CCTV, Community Safety Plan, etc)
 - e) Employment and economic development
 - f) Markets
 - g) Public conveniences
 - h) Folkestone Museum
 - i) Visitor Information Service

3. To consider and make recommendations on:
 - a) Bus shelters
 - b) Car parking
 - c) Christmas lighting / festivities
 - d) Public clocks
 - e) Communications (newsletter, notice boards, website, Social Media)

- f) Crime prevention
- g) Events and carnival
- h) Tourism and leisure
- i) Seating
- j) Street cleansing
- k) Youth facilities

4. Car parking to increase public participation and consultation by developing a "Community Forum" programme.
5. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and submit these to the Finance and General Purposes Committee in the Autumn to calculate the precept for the ensuing year.
6. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

This report will be made
public on 31st May 2022

**Folkestone
Town Council**



REPORT NUMBER CS/22/312

To: Community Services Committee
Date: 7 June 2022
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 covering the period from 5th April 2022 to 26th May 2022.

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, 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/22/312**
- 2. To approve the release of funds from the following Budgets:**
 - **£700 Youth Facilities to deliver Kwik Cricket Tournament**
 - **£2,500 Tourist Information / Visitor Services for production, design and print of second edition tourism guide**
 - **£3,800 Air Show / Armed Forces Day to support the delivery of the formal Armed Forces Day 2022 Lunch.**

Aims and Objectives – *To enhance the current services to the community*
Financial Implications – *Services Budget 2022/23 £80,900*
Equal Opportunities – *Access to all*

1. INTRODUCTION

- 1.1 The purpose of this report is to summarise the development of projects, events and initiatives to June 2022.

2. KWIK CRICKET

- 2.1 The C & E Officer is currently liaising with Primary Schools, Folkestone Cricket Club and Three Hills Sports Park regarding the organisation and delivery of this year's Annual Primary Schools Kwik Cricket tournament.
- 2.2 Further to feedback received from schools the event is scheduled to take place in early July when the years curriculum is completed, and schools are 'winding down' for the summer break.
- 2.3 Folkestone Cricket Club will produce the fixtures list and assist with coordination of the overall event.
- 2.4 Folkestone Secondary Academy have been invited, once again to support the tournament with year 9 / 10 student Sports Leaders providing square leg umpiring and scoring for each set of matches.

3. CHRISTMAS LIGHTING AND FESTIVITIES 2022

- 3.1 The Communities and Events Officer will update the Committee in respect of developing plans for 2022 including details on the following:
- Festive Parade to include pre-recorded festive music and Carols with the C & E Officer pursuing the possibility of involving the Rotary Club of Folkestone with their Father Christmas & Float.
 - Christmas market on Guildhall Street

4. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE

- 4.1 The Communities & Events Officer and Visitor Services Officer engagement with tourism attractions, accommodations, experiences and food and drink establishments continues to be positively received by the local tourism industry with a relatively high level of responses / content submitted from existing and new subscribers wishing to be listed on the Visit Folkestone and Hythe website. New businesses continue to contact the FTC service which is very encouraging.
- 4.2 The C & E Officer and VS Officer are currently reviewing and updating the content in the existing tourism guide ahead of a second edition being produced and printed.

5. ARMED FORCES DAY

- 5.1 The Communities & Events Officer will update the Committee in respect of developing plans for the formal AFD lunch for local military and civic dignitaries, Veterans, Cadets and Military charity representatives to acknowledge this years Armed Forces Day on Saturday 25th June 2022.
- 5.2 An update will be provided further to FTC being formally shortlisted by the MOD to host the Armed Forces Day 2023 National Event

This report will be made public on
31st May 2022

**Folkestone
Town Council**



Report Number **CS/22/313**

To: Community Services Committee
Date: 7th June 2022
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: CCTV

SUMMARY:

Folkestone Town Council officially took over responsibility of the town's public realm CCTV in 2014 and developed a fit for purpose system that has been extended since. This report provides an annual update on Council's Public Realm CCTV provision.

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/22/313**

Aims and Objectives – To comply with Best Value and Quality Council legislation.
Financial Implications – £41,200
Equal Opportunities – Equal opportunities for all.

1. Introduction

- 1.1 The purpose of this report is to provide an annual update on Council's Public Realm CCTV provision.

2. Maintenance

- 2.1 The Public Realm CCTV system is currently maintained under a rolling 3-year Proactive Maintenance Engineers contract with Clearview Communications which includes fortnightly preventative maintenance visits and all reactive call-outs (dealt with during the next proactive maintenance engineer visit). Additional benefits include a locally based engineer to help reduce the carbon footprint and the ability to utilise the Proactive Engineers' labour for small works and installations.

3. Monitoring

- 3.1 Via a rolling 3-year contract Ashford Monitoring Centre monitor 25 of the cameras 24/7 356 days a year. Appendix A lists the cameras and shows which ones are monitored together with their current status. It was hoped that cameras could be installed in Canterbury Road Rec and Cheriton Rec however this hasn't been possible due to line of sight however Council's mobile camera is being utilised to monitor anti-social behaviour on an ad-hoc basis and it is currently in situ in Canterbury Road Rec.
- 3.2 The graphs at Appendix B show the incident types and outcomes during the 2021/22 financial year.
- 3.3 Following confirmation that FHDC's Community Safety Officer had secured an SIA licence access has been granted to remotely view the cameras. Talks are still underway with Kent Police and the CSU to develop the scheme further in line with other community safety projects.

4. Conclusion

- 4.1 Over the past year we have continued to extend the scheme utilising the proactive engineer's labour following the successful application to FHDC's High Street Fund for additional cameras and hardware.

Appendix A

REF	LOCATION	MONITORED	STATUS
FC01	Saga Building, Middelburg Sq, Folkestone CT20 1AZ	√	Fully Functional
FC02	Guildhall Street, Folkestone	√	Fully Functional
FC03	Guildhall Pub front		Fully Functional
FC04	Guildhall Pub side		Fully Functional
FC05	35 The Old High St, Folkestone CT20 1RL	√	Fully Functional
FC06	Cheriton Place / Pleydell Gardens		Fully Functional
FC07	2-8 Tontine St, Folkestone CT20 1JU	√	Fully Functional
FC08	49 Tontine St, Folkestone CT20 1JT		Fully Functional
FC09	81 Tontine St, Folkestone CT20 1JR	√	Fully Functional
FC10	24 Rendezvous St, Folkestone CT20 1EZ	√	Fully Functional
FC11	Guildhall Street, Folkestone	√	Fully Functional
FC12	Guildhall Street, Folkestone	√	Fully Functional
FC13	Town Hall Roof		Fully Functional
FC14	36 Sandgate Rd, Folkestone CT20 1DP	√	Fully Functional
FC15	69 Sandgate Rd, Folkestone CT20 2AF	√	Fully Functional
FC16	22-26 The Leas, Folkestone CT20 2DR	√	Fully Functional
FC17	100-102 Cheriton Rd, Folkestone CT20 2QN	√	Fully Functional
FC18	Darby Place		Fully Functional
FC19	Castle Hill Roundabout		Fully Functional
FC20	Payers Park, Folkestone CT20 1EZ	√	Fully Functional
FC21	Dover Road		Fully Functional
FC23	151 Sandgate Rd, Folkestone CT20 2DA	√	Fully Functional
FC24	St Eanswythe Way, Folkestone		Fully Functional
FC25	150 Sandgate Rd, Folkestone CT20 2DA		Fully Functional
FC26	13 Castle Hill Ave, Folkestone CT20 2TD	√	Fully Functional
FC29	Burstin, Lower Sandgate Road, Folkestone	√	Fully Functional
FC30	Burstin, Marine Parade, Folkestone	√	Fully Functional
FC31	Burstin, Harbour Approach Road, Folkestone		Power Lost
FC32	The Leas		Fully Functional
FC33	The Leas		Fully Functional
FC36	Sea Front - sandgate end beach huts		Fully Functional
FC37	Sea Front - folkestone end beach huts		Fully Functional
CC38	Lower Sandgate Rd, Folkestone CT20 2JP		Power Lost
CC39	Lower Sandgate Rd, Folkestone CT20 2JP		Power Lost
CC40	Lower Sandgate Rd, Folkestone CT20 2JP	√	Power Lost
CC41	Lower Sandgate Rd, Folkestone CT20 2JP		Power Lost
CC42	Lower Sandgate Rd, Folkestone CT20 2JP		Power Lost
CC43	Lower Sandgate Rd, Folkestone CT20 2JP		Power Lost
FC44	Tearoom, Radnor Park Road, Folkestone	√	Fully Functional
FC45	Tearoom, Radnor Park Road, CT19 5AU Folkestone	√	Fully Functional
FC46	St Eanswythe School, Church Street, Folkestone	√	Fully Functional
FC47	Morrisons, 148 Cheriton Road, Folkestone	√	Fully Functional

FC48	272 Cheriton Road, Folkestone	√	Fully Functional
FC49	Motorcycles, 293 Cheriton Road, Folkestone	√	Fully Functional
FC50	Posh Wash, 352 Cheriton Road, Folkestone	√	Fully Functional
FC51	Jinti, 9 Cheriton High Street, Folkestone	√	Fully Functional
FC52	Post, 38 Cheriton High Street, Folkestone	√	Taken Down
FC53	Library, 64 Cheriton High Street, Folkestone	√	Fully Functional
FC54	The Stade ladies toilet		Fully Functional
FC55	The Stade gents toilet		Fully Functional
FC56	The Stade phone box		To be installed
FC57	Kingsbridge Court		Fully Functional
FC58	Harbour Way		Fully Functional
FC59	BaoBaran Café Guildhall Street Front		Fully Functional
FC60	BaoBaran Café Guildhall Street Rear		Fully Functional

Notes:

FC31 hotel renovations in process

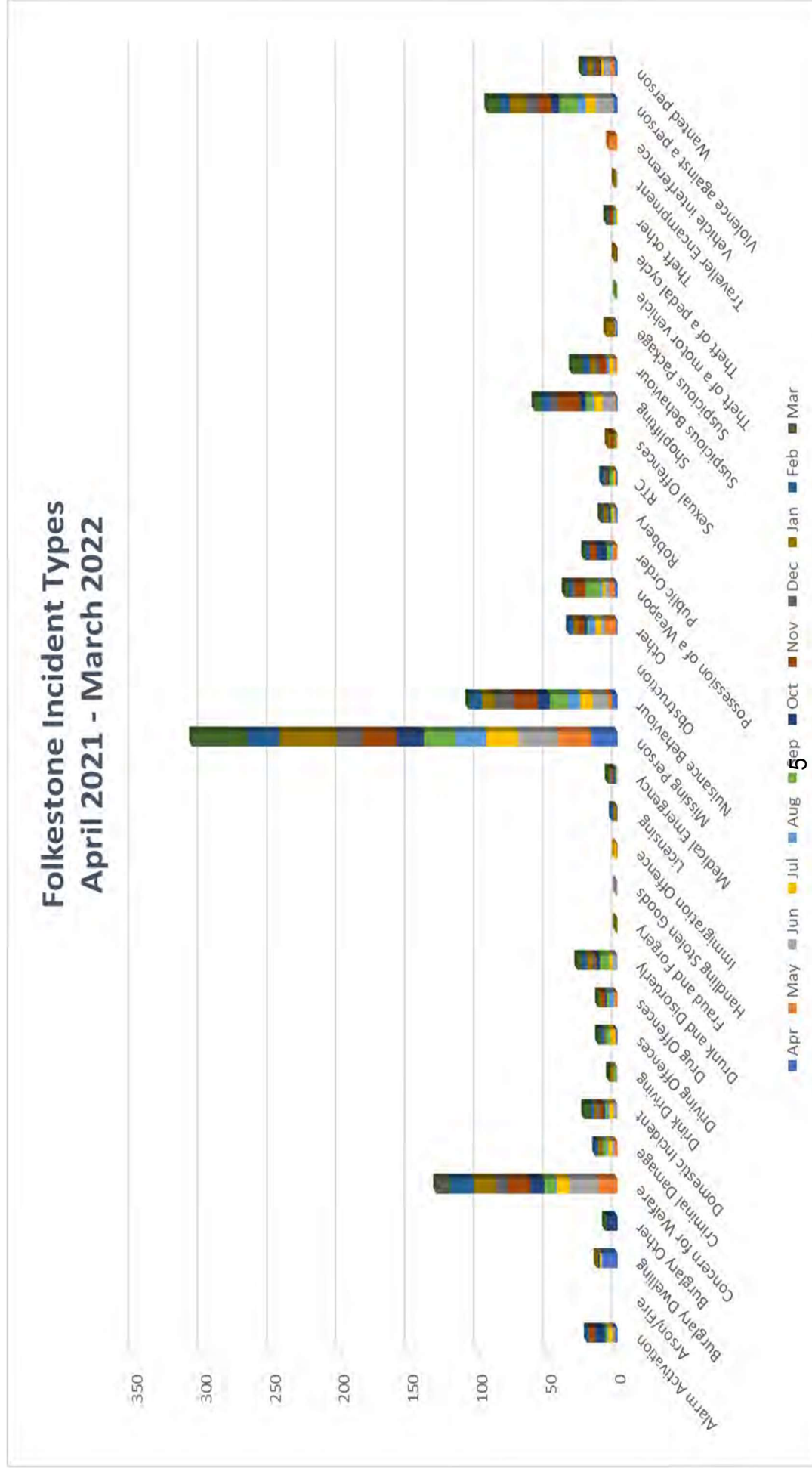
FC52 taken down as KCC replacing column

CC38-CC42 FHDC working on power issue

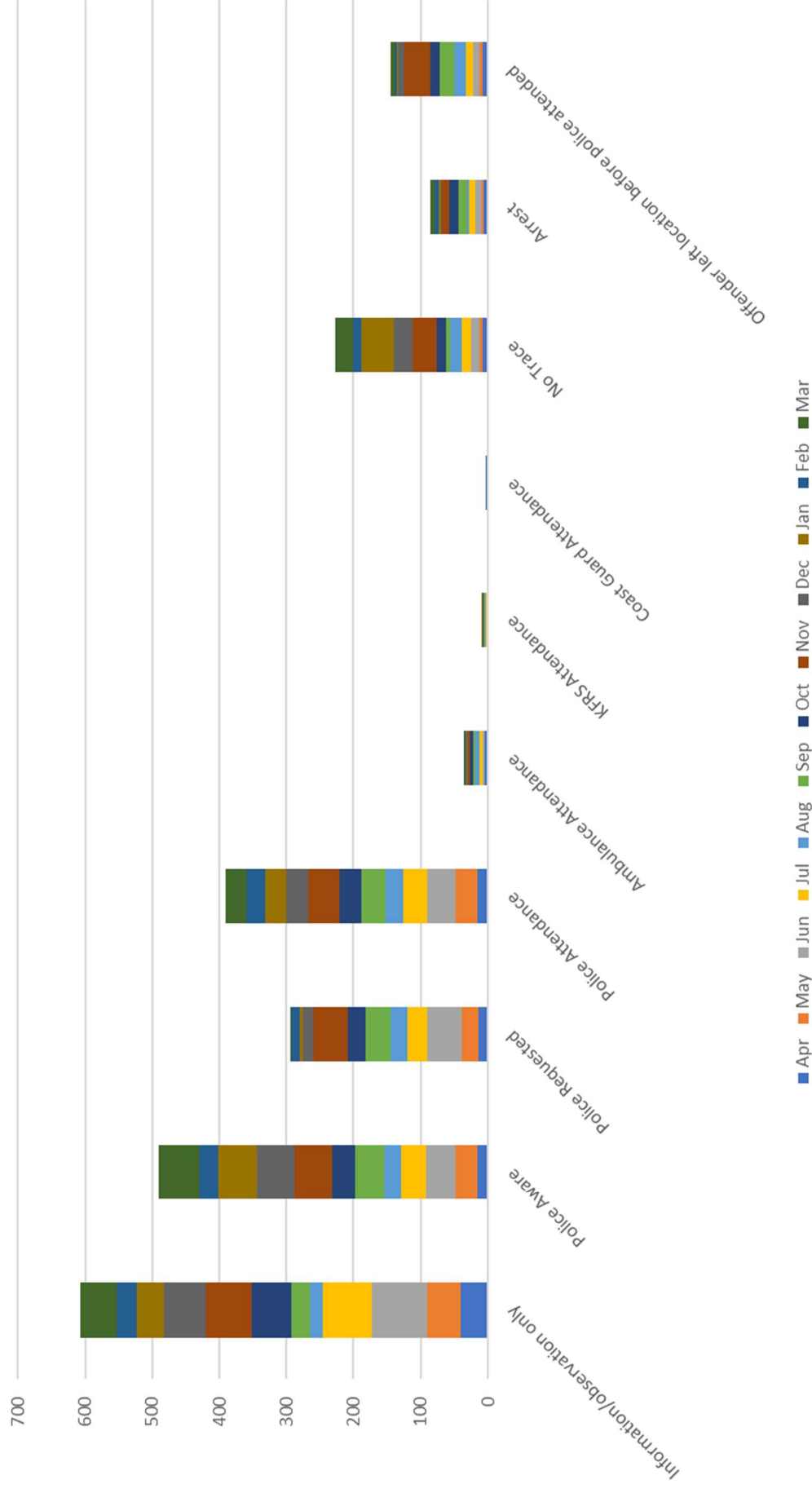
FC56 awaiting permission for column

Appendix B

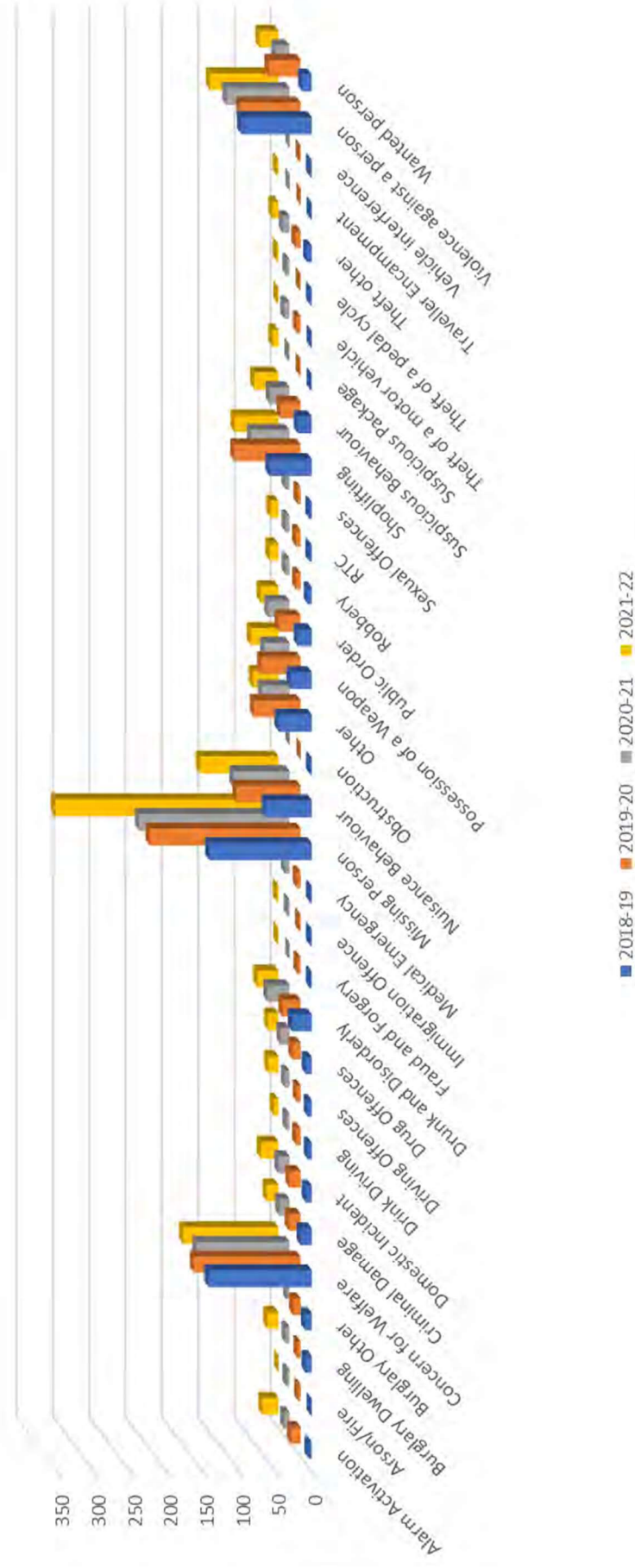
The following graphs show incident types and outcomes for 2021-22 together with a comparison chart of incidents between 2018 and 2022.



CCTV Outcomes April 2021 - March 2022



Folkestone Incident Types 2018 - 2022



This report will be made public
on 31st May 2022

**Folkestone
Town Council**



Report Number: **CS/22/315**

To: Community Services

Date: 7th June 2022

Responsible Officer: Town Clerk

Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 30th March to 27th May 2022.

REASONS FOR RECOMMENDATION:

The long-term agreement between the Town Council and National Lottery Heritage Lottery (principal funder) to deliver its heritage objectives: to preserve and enhance the town's heritage through the provision of Folkestone Museum.

RECOMMENDATIONS:

1. To receive and note report CS/22/315

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

1. Introduction

The Museum continues to open on a five-days-per-week basis alongside the Town Hall and visitor information service.

The period covered by this report is somewhat short (two months) but has seen an equal if not higher engagement with the Museum, particularly in regard of work with school and advocating for Folkestone's heritage through work with other organisations.

2. Exhibitions

The Shorncliffe Trust produced Charles Smart exhibition was opened on 30th April by special guest Mark Smith, the Antique Roadshow's militaria expert. An external pop-up with costumed reenactors was in operation in front of the Town Hall on the day giving the community and visitors to Folkestone a flavour of life at the Garrison and on the Western Front in WW1, which we would like to thank the Trust for providing.

The Collections Access & Development Officer has designed and installed a small exhibit in celebration of the HM Queen Elizabeth II Platinum Jubilee. It takes its lead from the commemorative material collected by the Museum since Queen Victoria's Diamond Jubilee and monarch in the intervening years. The display is situated in the Town Hall foyer.

An audio installation waypoint is being hosted by the Museum in the Temporary Exhibition Room from the 28th May through to early June. It forms part of the 'Point of View Trail' which gives voice to adults and young people of Folkestone with physical disabilities, learning difficulties, neurological and sensory impairments and has been facilitated by Touchbase and Jim Jam Arts.

3. Outreach and Education

The Mundella School community curated display has now been installed in the school display case bringing to an end the Southeast Museum Development and Artwork funded aspect of the project led by the Audience Development & Outreach Officer. The display takes its theme from the 'Museum of Me' theme that Mundella have been working on and cuts across the natural history collection including insects, mammals and fossils.

Such has Mundella's involvement been with the Museum they have been inspired to create their own museum space within the school. We would like to thank Headteacher Mr Frazer Westmorland for his enthusiasm for what has become a very productive and continuing relationship with Folkestone Museum.

During the reporting period the Museum hosted ten school visits, which, with the Easter school holiday falling within it has seen school visit density in a six-week period the highest it has been since the Museum opened. In addition, the Collections Access & Development Officer held a further two workshops where home-schooled children from across the district could meet each other; April's workshop theme was megafauna and May's was about Neolithic life.

Informal workshops on Saturdays and school holidays have continued to prove popular. The Easter holiday saw the first week's activities themed around ecology with bee bomb, bug hotel and nature diaries and the second themed around Easter. The fourteen activity sessions were led by a combination of the Museum team or by freelancers living & working locally: with a total of 397 children and adults participating.

The Museum welcomed its second work experience student on the 29th April from Folkestone Academy, with varied day giving a rounded experience of the life & work of Museum...with the student staying beyond school hours such was their interest.

The Curator started the first of what will become a monthly slot on Academy FM Folkestone, touching on the town's history and its historic collections, April's was about the channel tunnel and the changes in transport and life in Folkestone. The slot will take place at 11am on the first Friday of each month.

The Curator has also been working with other local heritage organisations to strengthen links with the Museum. During May working with the Leas Lift Charity with support on their Interpretation & Activity work, which will also see archival sources in the Museum collection used. The Curator also acted as host for a meeting to draw together partners with an interest in the future of the East Wear Bay Roman Villa, which was chaired by Canterbury Archaeology Trust with attendees from District and County councils, Historic England and White Cliffs Countryside Partnership, among others.

4. Collections Development & Care

With the Museum team up to full strength it has enabled the Curator and Collections Access & Development Officer to return to the case redressing project to broaden the display of the Museum's archaeology collection and contextualise Folkestone with a wider ancient world.

The Curator has started working with Total Control Services to improve the operation of the Building Management System with a view to improve the efficiency of the plantroom and reduce its carbon footprint.

5. Volunteering

Further volunteer applications have been received with interviews and inductions shortly to take place. With the easing of Covid-19 it is also pleasing to note that some of the Museum's pre-pandemic volunteers are also returning. We have also said goodbye to one of our spring 2021 volunteer recruits, having secured a job with the University of East Anglia, partly through experience gained volunteering with the Museum.

6. Town Trail

The Radnor Park heritage panel was successfully installed on 28th April, a formal unveiling is currently in planning.

7. Corporate Plan KPI Performance 2022-2023 Financial Year

KPI	Quarter 1*	Year to Date
D9 No. of visitors to the Town Hall	3,600	3,600
D11 Website visits (Museum only)	3,851	3,851
D12 Facebook likes	2,755	2,755
D13 Twitter followers	750	750
M1 Exhibition room bookings	1	1
M2 Volunteer hours	120	120
M3 No. of school visits	10	10
M4 No. room bookings	2	4

**April and May only, complete figures for the quarter will be presented at the next Community Services Committee meeting.*

Folkestone Museum Instagram account also has 1,759 followers (up from 1,731 reported in CS/22/309)