



FOLKESTONE TOWN COUNCIL

Date of publication: 26 March 2024

AGENDA

Meeting: **Community Services Committee**
Date: **2 April 2024 (Tuesday)**
Time: **7.45 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 contact the Town Clerk prior to the meeting.

Toni Brenchley

T Brenchley
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 6th February 2024 and to authorise the Chairman of the Committee to sign them as a correct record.
4. **BUS SHELTER**
The Town Clerk has received a request from a Town Councillor that FTC fund a bus shelter being installed at the bus stop opposite 111 Lynwood, Folkestone.

The C & E Officer has been exploring the possibility of this being implemented in liaison with F & HDC and Stagecoach and will update the committee accordingly.

Members views are sought.

5. ARMED FORCES & COMMUNITY FUN DAY WITH AIR DISPLAYS 2024

The C & E Officer will update the Committee in respect of the developing plans for Armed Forces Day.

Members views are sought.

6. FOLKESTONE MUSEUM REPORT CS/24/361

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

7. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/362

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

8. PUBLIC TOILET FACILITIES FOLKESTONE

At its last meeting, the Community Services Committee

RESOLVED: That the Town Clerk write to F & HDC requesting details of how the public toilets are managed in Folkestone and the operational / opening schedules for individual sites.

The Town Clerk will update the Committee further to having received responses from F & HDC.

Members views are sought.

9. DATE OF NEXT MEETING

Tuesday 11th June 2024 at **7.00pm** (TBC).

Councillors on Committee

Councillor Abena Akuffo-Kelly
Councillor Bridget Chapman
Councillor Peter Gane
Councillor Lucy McGirr
Councillor Liz McShane
Councillor Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 6th February 2024 at 7.45pm.

Present: Councillors Abena Akuffo-Kelly, Bridget Chapman, Peter Gane, Liz McShane and Roger West (Chair).

In attendance: Toni Brenchley – Town Clerk
Vicky Deakin - Communities & Events Officer

1250. Apologies were received from Councillor Lucy McGirr

RESOLVED: To accept the apologies from Councillor Lucy McGirr

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

1251. DECLARATIONS OF INTEREST

There were no declarations of interest.

1252. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 3rd October 2023 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 3rd October 2023 be received and signed as a correct record.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Peter Gane

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

1253. ANNUAL KWIK CRICKET TOURNAMENT

Further to the success and positive response from all schools involved with the last Primary Schools' Kwik Cricket tournament in 2022, Members were asked to consider if they wish for this annual sports event to be organised for 2024 and their views were sought for a proposed date in May with the event to be funded by the Youth Facilities budget (Code 4881).

RESOLVED: That the Annual Kwik Cricket be organised and scheduled for a date in May that is the most popular for schools to facilitate best attendance.

Proposed: Councillor Peter Gane

Seconded: Councillor Liz McShane

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

Members asked that the C & E Officer pursue the potential for additional annual primary schools new sports competitions for delivery by FTC.

1254. COMMUNITIES & EVENTS OFFICER REPORT CS/24/357

The committee were asked to receive, note and consider the recommendations in the report with the C & E Officer also updating Members in respect of 'ReferKent', an online referral system for organisations who support Kent residents with the aim of strengthening referrals across Kent for adults and families.

RESOLVED:

- 1. To receive and note Report CS/24/357**
- 2. To approve the proposed draft Armed Forces Day event programme.**
- 3. To approve the release of £25,000 from the 2024/25 Armed Forces Day budget to deliver the event.**

Proposed: Councillor Peter Gane
Seconded: Councillor Bridget Chapman
Voting: F: 5, Ag: 0, Ab: 0

RESOLVED: That FTC apply to ReferKent to join as an agency.

Proposed: Councillor Bridget Chapman
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 5, Ag: 0, Ab: 0

1255. FOLKESTONE MUSEUM REPORT CS/24/358

The Committee was asked to receive and note Report CS/24/358.

Noted

1256. HIGHWAY IMPROVEMENT PLAN

The Communities and Grants Officer has contacted Kent Highways who has asked that the Town Council take part in producing a much-needed Highways Improvement Plan (HIP) for Folkestone.

RESOLVED: That this Item be deferred to Full Council to consider if FTC should be involved with producing a Highways Improvement Plan for Folkestone.

Proposed: Councillor Peter Gane
Seconded: Councillor Liz McShane
Voting: F: 7, Ag: 0, Ab: 0

1257. CHRISTMAS LIGHTS SWITCH ON EVENT, LIGHT & LANTERN PARADE AND FESTIVITIES 2023

The Communities & Events Officer updated the Committee in respect of post event feedback including key organisational elements that were considered at the debrief meeting in December.

1258. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/356

Members were asked to consider the existing Christmas lighting infrastructure in the Town Centre and Cheriton and potential development of the schemes.

RESOLVED:

1. To receive and note report CS/24/356
2. That this Item be deferred to the next meeting with a Report to include details of quotes from external contractors for the supply, installation and maintenance of new Christmas decorations (including digital installations) in concentrated areas only, near to where the Christmas lights switch on events are held, directly outside the Town Hall and in the shopping area to the left and right of Community Network on Cheriton High Street.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Liz McShane

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

1259. PUBLIC TOILET FACILITIES FOLKESTONE

Folkestone Town Council often receive complaints via its Customer Service desk that, public toilets in Folkestone are regularly closed, in a poor state of repair and are at an unacceptable level of cleanliness.

Members views were sought and asked if they wish for the Town Clerk to write to F & HDC seeking an update in respect of this provision including details of any scheduled improvement works.

RESOLVED: That the Town Clerk write to F & HDC requesting details of how the public toilets are managed in Folkestone and the operational / opening schedules for individual sites.

Proposed: Cllr Peter Gane

Seconded: Cllr Bridget Chapman

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

1260. DATE OF NEXT MEETING

Tuesday 2nd April 2024 at 7.45pm (TBC)

The meeting concluded at 8.20pm

Chairman.....

Date.....

This report will be made public
on 26th March 2024

**Folkestone
Town Council**



Report Number: **CS/24/361**

To: Community Services
Date: 2nd April 2024
Responsible Officer: Town Clerk
Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 31st January – 25th March 2024.

REASONS FOR RECOMMENDATION:

The long-term agreement (2020-2040) between the Town Council and National Lottery Heritage Fund (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/24/361
2. To approve museum reserve usage as noted at item 5

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.

For the current quarter, January-25th March 2024, there have been 6,275 visits and for the year-to-date (also 25th March) 28,545 visits overall, with only six days of the financial year to go the current year shows an improvement of 17% on the previous financial year.

2. Exhibitions

The Metropole Art Collection display continues its run through to June 2024 and was joined during February by a temporary display curated by Art in Romney Marsh. This exhibition, supporting LGBT+ History Month, featured contemporary photographic portraits inspired by historical queer creatives, which Margate Pride were commission by AiRM to produce.

Work now concentrates on producing the centenary exhibition, which will open in July, celebrating Samuel Winbolt's excavation of the East Wear Bay Roman Villa and enhancements to the natural history displays.

3. Outreach and Education

The quieter winter weeks have seen less school visits, however this allowed for a refreshment of workshop resources and research into a general archaeology workshop which will be rolled out during the summer as part of the Winbolt exhibition.

Museum led informal engagement has centered on the fortnightly Saturday Makelt! Craft workshops and February's Spring *into* Spring themed half-term activities. A total of 273 family participants were engaged in the 7 days spanning both sets of activities.

The Museum has also acted as a home for Smoking Apples Theatre Company to collect reminiscences of Folkestone, to inform the content of a performance which will take place during August on the Harbour Arm. A similar memory café will be taking place during April to assist the Leas Lift restoration project's interpretation content.

During February and March the Museum has hosted an undergraduate placement from the University of Exeter's archaeology course.

4. Collections Development & Care

For the year to date 6,614 artefacts have had their MODES catalogue record updated, with a further 199 updated since 31st January. In addition, several large archaeological finds archives, which were originally deposited in the 1990s by the Kent Archaeological Rescue Unit have been dealt with, these include excavation on The Bayle, East Wear Bay Foreshore and areas on East Wear Bay Road associated with the Roman Villa.

5. Museum Financial Reserve Usage

Further to item 5. of museum report CS/23/358 further definition has been given to reserve funded projects, totalling £20,750. The Community Services Committee are asked to consider the following recommendations for use of the museum reserve (currently standing at £154,755), subject to normal standing orders on procurement:

- £1,500 - high quality folding tables for the meeting room to enable the space to be used in a far more flexible manner
- £2,750 - mobile art resource and workstation trolley for use within and without the Museum
- £3,000 - museum website upgrade to latest Wordpress version and updates (the current website and its coding date to 2017)
- £3,500 - installation of three-way mixing valves and modification of plantroom controls to economise chiller operation & cooling circuit for museum store rooms air-conditioning
- £5,000 - repair and restoration of the frame of the Folkestone 1790 painting (museum number F3977) by Richard Kerr currently located in the meeting room (to be displayed in the foyer)
- £10,000 - Natural history case redisplay to include repair & restoration of taxidermy (birds & mammals) and mounts

6. Corporate Plan KPI Performance 2023-2024 Financial Year

KPI	Q.4 January-March 2024 (to 22/3/2024)	Previous Year (2023-2024)	Year to date (to 22/3/2024)
D9 No. of visitors to the Town Hall	6,275	24,330	28,545
D11 Website visits (Museum only)	2,863	11,937	12,615
D12 Facebook reach	31,271	55,888	59,233
D13 Twitter followers	664	661	674
M1 Exhibition room bookings	1	3	5
M2 Volunteer hours	133	629	685
M3 No. of school visits	8	57	65
M4 No. room bookings	4	7	14

Folkestone Museum Instagram account also has 2,504 followers (up from 2,201 reported in CS/23/358).

This report will be made
public on 26 March 2024

**Folkestone
Town Council**



Report Number **CS/24/362**

To: Community Services Committee
Date: 2nd April 2024
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Christmas Lighting Schemes

SUMMARY:

This report details the existing Christmas lighting infrastructure in the Town Centre and Cheriton and proposed development of the schemes.

REASONS FOR RECOMMENDATION:

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

- 1) The Christmas lights are free for the townspeople to enjoy as a 'kick-start' to Christmas and support local retailers, businesses and other organisations in encouraging footfall into the town.
- 2) The Christmas lighting schemes, and associated festivities support the Councils mission to revitalise our town of Folkestone, restore and develop civic pride, regenerate and enhance community spirit.

RECOMMENDATIONS:

- 1) To receive and note report CS/24/362
- 2) Determine any development and enhancement of the Christmas lighting schemes in Folkestone Town Centre and Cheriton for 2024 and beyond.

Aims and Objectives – To make available to the community as many leisure, sport and cultural opportunities as possible and to support and enhance facilities in Folkestone.

Financial Implications – circa £41,000 supported by Christmas Lighting Budget

Equal Opportunities – Access to all

1. INTRODUCTION

1.1 The current lighting schemes in Folkestone Town Centre and Cheriton High Street, except for ad hoc replacements of broken decorations (inc. lighting strings in trees, large Christmas motifs and various infrastructure) were last significantly updated in 2018.

1.2 The objectives included, but were not limited to:

- Promoting social and physical wellbeing within Folkestone.
- Protecting, promoting and representing the interests of local residents, retailers, businesses and community organisations.
- Engaging with the local community and encouraging civic pride.

2. CURRENT PROVISION

2.1 2024 will be the 12th year of Council's responsibility for the Towns Christmas Lighting schemes.

3. FUNDING / COSTS

3.1 The 2024/25 budget for Christmas lighting and infrastructure is £41,000.

3.2 The costs for Christmas lighting provision in 2023 are listed below at (3.3 & 3.4).

3.3 TOWN CENTRE

<i>Service, Repair, Test and Install Christmas Lighting Scheme</i>	£12,800.00
<i>Town Hall Christmas Tree inc. collection, delivery, install (with telehandler) and disposal</i>	£635.00
<i>Callout & reinstate various faulty Christmas light installations during festive period.</i>	£2,900.00
<i>12No x Blue Glitter LED Garland and 6No x Gold LED Garland to replace unrepairable strings in existing lit trees on Sandgate Road</i>	£2,880.00
<i>18No x Etoile Stelly Stars 50 x 50cm to replace unrepairable existing ceiling of light motifs on Guildhall Street and Sandgate Road</i>	£2,160.00
<i>Installation of above Garlands and Stelly Stars</i>	£1,700.00
£23,075	

3.4 CHERITON WARD

<i>Service, Repair, Test and Install Christmas Lighting Scheme</i>	£1,690.00
<i>3No x Transformers for existing Cheriton Lit Trees</i>	£287.75
£1,977.75	

4. EXISTING SITES REQUIRING REPAIR TO AND / OR REPLACEMENT OF CHRISTMAS LIGHTING INSTALLATIONS (Costings below are estimated based on charges for these sites in 2018.)

1. The roundabout at the junction of Castle Hill Avenue and Bouverie Road West. This site has 4No x trees. The existing strings of lights require repair or removal to be replaced with new strings. **£10,000**
2. The roundabout at the junction of Castle Hill Avenue and Sandgate Road. This site has 4No x trees. The existing strings of lights require repair or removal to be replaced with new strings. **£10,000**
3. 7No x trees on Sandgate Road. The existing strings of lights require repair or removal to be replaced with new strings: **£14,000**
 - 2 No x Trees O/S Papas Fish Bar
 - 1 No x Tree O/S Browns
 - 1 No x Tree O/S Café Ganmac
 - 2 No x Trees O/S The Wishing Well
 - 1 No x Tree O/S Landau
4. The Town Hall illuminated Christmas lighting curtain strings all require removal to be replaced with a new installation. **£5,000**
5. Cheriton High Street. This site has 11No x trees. The existing strings of lights require removal and replacement. **£20,000**

5. CHRISTMAS LIGHTING REVIEW PROCESS

Given the last significant review and enhancement of the schemes in Folkestone & Cheriton was last undertaken in 2018, Council is required to determine how it wishes to proceed with the current lighting scheme.

FTC Officers have attended numerous meetings with F & HDC and their partners in respect of the District Council led Levelling Up Fund project – 'Folkestone a Brighter Future' and have been advised that the associated and extensive renovation work will start in the town centre in June / July

and carry on until 2025 (a comprehensive update will be provided by the Communities & Events Officer at the committee meeting).

As such, Members should be mindful of the implications of these planned works and the unavoidable significant impact this will have on the town centre / precinct including potential accessibility issues at certain times depending on the work being undertaken.

This will inevitably cause difficulties / obstructions in relation to installing Christmas lighting and any required emergency repairs and potentially limit the footfall to the Town Centre during certain works.

5.1 OPTION 1

To remain with the status quo and service, repair, test and install existing Christmas lighting scheme in Folkestone Town Centre and Cheriton High Street as detailed at 3.3 and 3.4

5.2 OPTION 2

With the high costs (detailed above) associated in bringing the Folkestone and Cheriton schemes back to a standard similar to that of 2018 and that the works in respect of the Folkestone A Brighter Future Project may significantly affect the ability to carry out lighting installations in the Town Centre, Members consider lights to be installed in a concentrated area near to where the Christmas lights switch on events are held, therefore, directly outside the Town Hall and in the shopping area to the left and right of Community Network on Cheriton High Street (as follows) with any remaining 2024 Christmas Lighting budget to be vired to the General Reserve with a view to reviewing the entire lighting schemes for 2025.

1. The Town Hall illuminated Christmas lighting curtain strings removed and replaced with a new installation. **£5,000**
2. Medium LED Christmas tree installed to the Town Hall portico. **£2,500**
3. 5No x Guildhall Street lamp columns new braids installed. **£1,400**
4. Existing lights tested in tree O/S Nail Bar (Rendezvous St / Sandgate Road). **£ 150**
5. Large over street Christmas motif decoration tested & installed (Rendezvous St / Sandgate Road). **£ 150**
6. 18No x Etoile Stelly Stars tested & installed over street (Guildhall Street and Lower Sandgate Road). **£1,700**

7. 4No x Guildhall Street trees existing strings of lights removed and replaced. **£6,500**
8. 5No x Cheriton High Street (nr Community Network) lamp columns new braids installed. **£1,400**
9. 4No x Cheriton High Street trees (nr Community Network) existing strings of lights removed and replaced. **£9,000**

Total: £27,800

5.3 OPTION 3

Review the entire lighting schemes in Folkestone Town Centre and Cheriton - consider and determine which of the installations and sites as detailed above should be installed and whether the Committee wishes to continue investing and adding to FTC's existing stock to further enhance the scheme.

This option will require going out to tender with external contractors.

