

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Community Services Committee**
Date: **11th June 2024 (Tuesday)**
Time: **7.00pm**
Place: **Town Council Offices, 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 Climate and Environment 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
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **APPOINTMENT OF CHAIR**
To appoint a Chair for the Committee for the 2024/25 Municipal Year.
3. **APPOINTMENT OF VICE CHAIR**
To appoint a Vice Chair for the Committee for the 2024/25 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 2nd April 2024 and to authorise the Chair 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 Community Services 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 2024/25

The Committee is asked to consider whether any Working Groups are necessary and if so, approve nominations (as follows) for membership for 2024/25:

Museum: Cllrs Akuffo-Kelly, Chapman, Walker and McGirr

8. ARMED FORCES DAY – SUNDAY 30TH JUNE 2024

The Communities & Events Officer will brief the Committee in respect of plans for and all elements of the event.

9. CITIZENS ADVICE INITIATIVE FOR TOWN HALL

KALC has been collaborating with KCC to provide a tablet device to Town and Parish Councils to assist residents with money issues. This tablet would allow users to virtually connect with the Citizens Advice Bureau (CAB) and are part of a pilot scheme for "Advice Kiosks." Currently, 8 Town and Parish Councils are trialling this scheme. They are looking to expand it to include more councils. The tablet is provided free of charge to the council.

You can find more information about the scheme and the locations of the participating councils here: [Kiosk locations - Kent Money Advice Hub](#)

Members views are sought in respect of whether this scheme would benefit Folkestone Town Council in complementing the KCC ReferKent initiative that it began supporting earlier this year.

10. FOLKESTONE MUSEUM REPORT CS/24/364

Members are asked to receive, note and consider the recommendations in the Report CS/24/364.

11. BUS SHELTER

The Town Clerk received a request from a Town Councillor that FTC fund a bus shelter being installed at the bus stop opposite 111 Lynwood, Folkestone.

Further to the C & E Officer exploring the possibility of this being implemented, Folkestone & Hythe District Council have confirmed that they own the land at this site and are receptive to the idea of FTC funding a bus shelter in this location, subject to positive outcomes of viability investigations.

As such, Stagecoach have been contacted asking to provide details of numbers of passengers that board and alight at this bus stop so that FTC can further review the need and viability of installing a shelter at this site.

The C & E Officer will update Members at the meeting.

12. DATE OF NEXT MEETING

15th October 2024 at 7.00pm.

COUNCILLORS ON COMMUNITY SERVICES COMMITTEE

Councillor Bridget Chapman

Councillor Jane Darling

Councillor Peter Gane

Councillor Lucy McGirr

Councillor Belinda Walker

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, 2nd April 2024 at
7.45pm.

Present: Councillors Abena Akuffo – Kelly (Chair), Peter Gane, Lucy McGirr
and John Renshaw

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

1261. Apologies were received from Councillor Bridget Chapman and Liz McShane.

RESOLVED: To accept the apologies from Councillors Bridget Chapman
and Liz McShane.

Proposed: Councillor Lucy McGirr

Seconded: Councillor John Renshaw

Voting: F: 4, Ag: 0, Ab: 0

1262. DECLARATIONS OF INTEREST

Councillors Peter Gane and John Renshaw declared an interest in Item 7 as
Members of the Cheriton Events Committee.

1263. MINUTES

The Committee was asked to receive the Minutes of the meeting of the
Community Services Committee held on 6th February 2024 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 6th February 2024
be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

Voting: F: 2, Ag: 0, Ab: 2

1264. BUS SHELTER

The Town Clerk received a request from a Town Councillor that FTC fund a
bus shelter being installed at the bus stop opposite 111 Lynwood, Folkestone.

Further to the C & E Officer exploring the possibility of this being
implemented, Folkestone & Hythe District Council have confirmed that they
own the land at this site and are receptive to the idea of FTC funding a bus
shelter in this location, subject to positive outcomes of viability investigations.

As such, Stagecoach have been contacted asking to provide details of
numbers of passengers that board and alight at this bus stop so that FTC can
further review the need and viability of installing a shelter at this site.

A response has yet to be received and therefore, the C & E Officer will update
Members at the next Community Services Committee meeting.

1265. ARMED FORCES & COMMUNITY FUN DAY WITH AIR DISPLAYS 2024

The C & E Officer updated the Committee in respect of the developing plans including the ground event, air displays and entertainment programme for Armed Forces Day Folkestone 2024.

1266. FOLKESTONE MUSEUM REPORT CS/24/361

Members were asked to receive, note and consider the recommendations in the Report CS/24/361.

RESOLVED:

- 1. To receive and note Report CS/24/361**
- 2. To approve museum reserve usage as noted at Report Item 5 and detailed below:**

- £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 storerooms 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

Proposed: Councillor Peter Gane

Seconded: Councillor John Renshaw

Voting: F: 4, Ag: 0, Ab: 0

1267. CHRISTMAS LIGHTING SCHEMES REPORT CS/24/362

Members were asked to receive, note and consider the recommendations in the Report CS/24/362.

RESOLVED:

- 1. To receive and note Report CS/24/362**
- 2. With the high costs 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, Christmas 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.

- The Town Hall illuminated Christmas lighting curtain strings removed and replaced with a new installation.
- Medium LED Christmas tree installed to the Town Hall portico.
- 5No x Guildhall Street lamp columns new braids installed.
- Existing lights tested in tree O/S Nail Bar (Rendezvous St / Sandgate Road).
- Large over street Christmas motif decoration tested & installed (Rendezvous St / Sandgate Road).
- 18No x Etoile Stelly Stars tested & installed over street (Guildhall Street and Lower Sandgate Road).
- 4No x Guildhall Street trees existing strings of lights removed and replaced.
- 5No x Cheriton High Street (nr Community Network) lamp columns new braids installed.
- 4No x Cheriton High Street trees (nr Community Network) existing strings of lights removed and replaced.

Proposed: Councillor Peter Gane
Seconded: Councillor John Renshaw
Voting: F: 4, Ag: 0, Ab: 0

1268. 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 updated the committee further to receiving a response from F & HDC that advised there are regular problems with public toilets in the district due to various reasons including infrastructure which lead to closures while repairs take place. When long term closures are necessary the district Council publish details on their website.

F & HDC also reported that there are insufficient funds to have cleaners permanently stationed at each of the 25 toilet block sites in the district advising that their cleaners 'do a really good job'.

Complaints and issues are promptly addressed with complainants being updated as required.

NOTED

1269. DATE OF NEXT MEETING

Tuesday 11th June 2024 at 7pm (TBC)

The meeting concluded at 8.45pm

Chair.....

Date.....



COMMUNITY SERVICES COMMITTEE

TERMS OF REFERENCE

COMMITTEE STRUCTURE – 6 MEMBERS

1. To exercise the powers and duties of the Town Council on the following highways and transportation matters:
 - a) 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 4th June 2024

Folkestone
Town Council



Report Number: **CS/24/364**

To: Community Services

Date: 11th June 2024

Responsible Officer: Town Clerk

Subject: Museum

SUMMARY:

This report provides an update on Folkestone Museum's work covering the period 26th March-1st June 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/24/364
2. To consider the disposal of redundant duplicate items from the collection

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 final visitor figure for the 2023-2024 financial year was 29,229, which was an improvement of 20.1% on the previous year.

For the current incomplete quarter (1st April - 31st May 2024) and year to date there have been 5,709 visitors, this is a 34% increase on 4,249 for the same two months in 2023.

2. Exhibitions

The Metropole Art Collection display is now in its final weeks, shortly to be replaced by the story of Winbolt's excavation of the East Wear Bay Roman Villa. A social media campaign leading into this exhibition has been running during April and May, with members of the community reading Winbolt's diary entries day-by-day.

The autumn-winter exhibition has now been confirmed and is a community curated exhibition about Noel Redding and will run from November through to February 2025. Discussions are also taking place for the Museum to be a venue of a touring exhibition in the first quarter of 2025-2026 focusing on the archaeology of High Speed 1; this is being led AMTEC of Sittingbourne and will also include Gravesham Borough Council as a partner.

3. Outreach and Education

Of the eight and a half weeks covering this reporting period three have been school holidays, the five remaining have seen an average of two school visits per week not only from schools across the town but visits from German schools visiting the area.

The school holidays saw three weeks of themed activity. Easter was myths & legends for the first week, with 239 children and adults engaged and the second week 207, on the theme of space. The Whitsun half-term saw a further 265 children and adults engage with rock pool themed activities including the creation of a display in one of the Town Hall windows facing Guildhall Street.

The Museum hosted the Leas Lift CIO on the 26th & 27th April, the first day was a memory café to enable the collation of memories of the lift and the Saturday was a family workshop. The 11th of May saw a children's workshop held in association with the Kent Downs National Landscape organisation under their #GeoAdventures brand which is part of the UNESCO Cross Channel Geopark project, which now sees the Museum as a GeoSite due to its regionally important fossil collection.

The Museum staff have met with the Senior Curator of Creative Folkestone and the recently appointed curator of the Folkestone Book festival to explore mutually beneficial ways of working with Creative Folkestone. The Curator has also met with the recently appointed Area Development Librarian of KCC Libraries with a

view to working together and cross-promoting activities and engagement, one idea suggested is having Museum pop-ups at Cheriton and Wood Lane libraries.

4. Collections Development & Care

Of the 10,859 catalogue records on the Museum database only 519 remain to be audited for object location/existence; much credit must be given to the volunteers in achieving this. Research in the legacy documentation files which accompanied the collection on gifting from Kent County Council have brought to light the theft or loss of 130 items between 1974 and 2000, which account for some of this number, but did not have their records amended accordingly. With a final check through temporary numbered objects (ones that were either uncatalogued or did not have their catalogued number marked on) it is hoped to complete the full audit of the 'Folkestone Collection' mid-summer.

5. Deaccession and Transfer of Collection Items

The Curator would like to propose deaccession and transfer elsewhere of the following items, these are 20th Century facsimiles with accompanying transcriptions:

F6270 – Charter to the Barons of the Cinque Ports, 1328 AD

F6285 – Letter patent of Charles I licensing the construction of a harbour, 1629

Reason for disposal; the Town Council holds the original documents (currently displayed in the Mayors Parlour), duplication (there are at least two facsimiles of each document and associated transcriptions), condition (poor, including foxing, light damage, tears and discoloration) and pressure of storage (the removal of facsimiles would allow space for collecting original works). As facsimiles the objects are of extremely low financial value.

The items will be available for inspection by Members

6. Corporate Plan KPI Performance 2023-2024 Financial Year

KPI	Q.1 April-June 2024 (to 31/5/2024 only)
D9 No. of visitors to the Town Hall	5,709
D11 Website visits (Museum only)	1,956
D12 Facebook reach	21,746
D13 Twitter followers	667
M1 Exhibition room bookings	0

M2 Volunteer hours	112
M3 No. of school visits	13
M4 No. room bookings	4

Folkestone Museum's Instagram account also has 2,285 followers