

FOLKESTONE TOWN COUNCIL



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Date of publication: 10th October 2024

AGENDA (REISSUED)

Meeting: **Community Services Committee**
Date: **Tuesday 15th October 2024**
Time: **7pm**
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. **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 11th June 2024 and to authorise the Chair of the Committee to sign them as a correct record.
4. **ARMED FORCES DAY 2025 – REPORT CS/24/369**
The committee is asked to receive, note and consider the recommendations in the attached report.
5. **BUS SHELTER AND NOTICE BOARD AT LYNWOOD, FOLKESTONE**
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.

An additional request from a Town & District Councillor has been received for FTC to pursue the viability of a notice board being installed at this site.

The C & E Officer has followed up on both suggestions with the landowners, F & HDC and will update the committee accordingly at the meeting.

6. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS AND SWITCH ON EVENTS (23rd AND 30th NOVEMBER RESPECTIVELY)

The committee will be updated regarding the Christmas lighting installations and developing plans and arrangements for the Christmas events including the Lions Club Santas Grotto to be hosted in the Town Hall on Saturday 7th December.

7. UPDATED DISTRICT MAPS

F & HDC are currently aiming to update the maps of the district and provide accommodation providers and attractions these for free on a rip-off pad and publicise online. The first draft is attached for your review ahead of the meeting where Members views and feedback will be sought.

The committee is asked if it wishes to release any funding from the Tourism Budget to support the production of the map pads.

FTC are working in partnership with F & HDC on this and other tourism initiatives as part of a tourism campaign which is directly in response to the priorities identified by the Folkestone & Hythe Tourism Board around encouraging more people in the shoulder season and capitalising on Folkestone's reputation as a relatively well-known destination.

The C & E Officer will provide an update at the meeting.

8. BUDGET 2025/26 – POTENTIAL GROWTH ITEMS / CORPORATE PLAN

At this juncture, the Committee is asked to consider proposals for possible growth items and non-recurring revenue expenditure for Community Services projects and initiatives for next year. The Finance & General Purposes Committee will consider the full list of proposals put forward by all Committees at its meeting on the 12th December 2024.

Following the FTC Corporate Plan Public Consultation ending, and the review of Folkestone residents' comments by the Corporate Plan Working Group, members are also asked to consider comments and areas highlighted from the consultation, whilst identifying potential growth items. A summary of comments has been previously circulated to Councillors prior to the meeting.

9. SETTING UP A WARM WELCOME SPACE

The Warm Welcome Campaign (<https://www.warmwelcome.uk>) is beginning a new chapter. What started as a crisis response to keep people warm through the winter has blossomed into a movement to reconnect individuals and communities across the country all year round. The Warm Welcome Campaign and local spaces have created what former Prime Minister, Gordon Brown calls a 'Chain of Hope.' Warm Welcome Spaces are places full of human warmth, belonging, connection and hope. Thousands of lives are being touched by Warm Welcome Spaces - they are the heartbeat of local communities, buzzing with life and bringing people together.

The Committee's view is sought in respect of whether it wishes FTC to pursue the potential and viability of organising and delivering this community service in the Town Hall / Museum.

10. DATE OF NEXT MEETING

11th February 2025 at 7pm.

Councillors on Committee:

Cllr Bridget Chapman

Cllr Jane Darling

Cllr Peter Gane

Cllr Lucy McGirr

Cllr Belinda Walker

Cllr 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, 11th June 2024 at 7.00pm.

Present: Councillors Bridget Chapman, Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker and Roger West

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

1270. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1271. APPOINTMENT OF CHAIR

The Committee were asked to appoint a Chair for the 2024/25 Municipal Year.

RESOLVED: That Councillor Roger West be appointed Chair for the 2024/25 Municipal Year.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

Voting: F: 6, Ag: 0, Ab: 0

1272. APPOINTMENT OF VICE CHAIR

The Committee were asked to appoint a Vice Chair for the 2024/25 Municipal Year.

RESOLVED: That Councillor Jane Darling be appointed Vice Chair for the 2024/25 Municipal Year.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F: 6, Ag: 0, Ab: 0

1273. DECLARATIONS OF INTEREST

There were no declarations of interest.

1274. MINUTES

The Committee was asked 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.

RESOLVED: That the minutes of the meeting held on the 2nd April 2024 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

Voting: F: 6, Ag: 0, Ab: 0

1275. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Community Services Committee.

RESOLVED: That the existing Terms of Reference for the Community Services Committee remain unchanged.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Jane Darling

Voting: F: 6, Ag: 0, Ab: 0

1276. WORKING GROUPS 2024/25

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

RESOLVED: To approve the nominations (as follows) for membership for 2024/25:

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

Events Forum: (All Town Councillors to be contacted with an invite to become a member of the Events Forum).

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F: 6, Ag: 0, Ab: 0

1277. ARMED FORCES DAY – SUNDAY 30TH JUNE 2024

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

1278. CITIZENS ADVICE INITIATIVE FOR TOWN HALL

Members views were sought in respect of whether the KALC scheme to provide a tablet device to assist residents with financial issues would benefit Folkestone Town Council in complementing the KCC ReferKent initiative that it began supporting earlier this year.

RESOLVED: That Folkestone Town Council implement the Citizens Advice Bureau Scheme 'Kent Money Advice Hub' including installing and making available a tablet device to assist local residents.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

Voting: F: 6, Ag: 0, Ab: 0

1279. FOLKESTONE MUSEUM REPORT CS/24/361

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

RESOLVED:

- 1. To receive and note Report CS/24/364**
- 2. To approve the disposal of redundant duplicate items from the collection**

Proposed: Councillor Bridget Chapman

Seconded: Councillor Lucy McGirr

Voting: F: 6, Ag: 0, Ab: 0

1280. BUS SHELTER

The Communities and Estates Officer updated the Committee on the installation of an FTC funded bus shelter at the bus stop opposite 11 Lynwood, Folkestone and advised that a response from Stagecoach is still awaited.

RESOLVED:

That this item be deferred to the next meeting for consideration.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F: 6, Ag: 0, Ab: 0

1281. DATE OF NEXT MEETING

Tuesday 15th October 2024 at 7pm (TBC)

The meeting concluded at 7.45pm

Chair.....

Date.....

This report will be made public on 9th October 2024

**Folkestone
Town Council**



Report Number **CS/24/369**

To: Community Services Committee
Date: 15th October 2024
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Armed Forces Day 2025

SUMMARY: This report outlines potential plans for Folkestone Town Councils Annual Armed Forces Day Event.

REASONS FOR RECOMMENDATION:

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

1. The Armed Forces Day event is a free fun day for the townspeople to enjoy whilst supporting the continuation to unite the Service Personnel of the past, present and future with the local community and Cadet Organisations. It further raises awareness of the Armed Forces contribution to the community ensuring Service Personnel are reminded and understand how much they are valued, respected and supported both locally and nationally.
2. The event supports the Council's commitment to the Armed Forces Covenant and its responsibility to give recognition to Service Personnel, Veterans and Cadets past, present and future.
3. To revitalise our town of Folkestone, restore and develop civic pride, regenerate and enhance community spirit and support local military charities, businesses and organisations.

RECOMMENDATIONS:

- 1) To receive report CS/24/369 and agree the proposed event plan for 2025.
- 2) Agree Armed Forces Day Budget for 2025 (to be approved at Finance & General Purposes Committee on 12th December 2024).

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 £5,000 supported by Armed Forces Day budget*
Equal Opportunities – *Access to all*

1. INTRODUCTION

- 1.1** The Council organised its 14th Armed Forces Day event with air displays held on The Leas on Sunday 29th June 2024.
- 1.2** This community & family fun day organised by Folkestone Town Council this year again included the Red Arrows and The Band of the Brigade of Gurkhas.
- 1.3** It was a free family day out in recognition of Service Personnel, Veterans and Cadets past, present and future.
- 1.4** The area to the rear of the bandstand was dedicated to displays and stands including cadet's activity tents, face painting, military benevolent organisations, military static aircraft & vehicle displays and the Great War Trench Experience.
- 1.5** The military & classic vehicle displays, Funfair, Battle of Britain and weapon display stands were sited in the grassed area between The Grand, The Leas and the junction of Clifton Road / Clifton Crescent.
- 1.6** Trade, charity and food & beverage stands were located on the lawns between the Leas Cliff Hall and WWI Memorial Arch with some sited in other areas.
- 1.7** The event had a full musical and dance programme at the bandstand from 10am – 5.30pm, interactive WWI educational stands, varied free activities and military benevolent organisations: SSAFA, RBL, RNLI, BLESMA, RAFA, Help for Heroes and much more for all age groups. Despite the inclement weather, and the necessity to reduce the Red Arrows display from the scheduled 21 minutes to 5 minutes due to poor visibility and health & safety concerns, the event attracted circa 30,000 local, regional and national visitors putting Folkestone in the spotlight to showcase everything the town has to offer.
- 1.8** As always, all involved, particularly the military charity stands, gave thanks to FTC for inviting their attendance and indicated that they had raised significant funds across the day due to this event, for which they were hugely grateful.
- 1.9** The MOD fully supports this event and, further to a successful grant application completed and submitted by the Communities & Events Officer in January, awarded £10,000 funding (to be paid to FTC in October 2024).
- 1.10** FTC received external sponsorship funding for this event of £7,300 in total from Taylor Wimpey, Rosemont Restaurant, Folkestone Kebab House, DAFI Building Supplies, Folkestone Municipal Charities and Radiance Beauty Salon contributing differing amounts.

1.11 FTC received a total of £4,839 from stalls and £1,555 from car parking income.

1.12 The final cost to FTC for delivering the Air Show/Armed Forces Day was £54,503.

1.13 The objectives included, but were not limited to:

- Promoting social and physical wellbeing within Folkestone.
- Forging links between a diverse range of local community groups and organisations such as schools, churches, faith & youth groups.
- Publicising the range of support available to the Armed Forces Community.
- To profile the support of Service Personnel and Veterans to the local community and vice versa.
- Protecting, promoting and representing the interests of local residents.
- Organising events that are fun for all the community.
- Engaging with the local community and encouraging civic pride.

2. PROPOSED FUTURE AFD EVENTS

2.1 It is proposed that due to the high costs and resources required to organise AFD on the scale of 2024, that FTC consider delivering this scale of event bi-annually with the next to be delivered in June 2026.

2.2 That FTC organise 'AFD2025 – Folkestone' by hosting a formal lunch for local serving personnel, veterans, cadets, youth organisations and representatives from military charities.

2.3 District military and civic dignitaries would also be invited to the lunch, at which acknowledgement and thanks will be expressed and publicised to all serving personnel past and present.

3. FUNDING / COSTS

3.1 In order to host the proposed lunch, it is recommended that Members agree that the Armed Forces Day budget for this event be £5,000 with a view to it being formally agreed for release at the CSC meeting in February 2025.

Folkestone



5

CHERITON RD

CASTLE HILL ROAD

CHERITON GARDENS

CHERITON ROAD

MIDDELBURG SQUARE



CHERITON PL

BOVERIE ROAD WEST

SANDGATE ROAD

THE LEAS

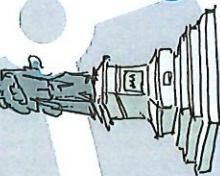
2

1

16

15

14



10

13

20

SANDGATE ROAD

THE BAYLE

11

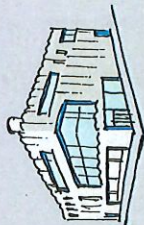


BAYLE ST

OLD HIGH ST

TONTINE ST

17



DOVER RD

22

FOORD RD

SHELLONS ST

i

GUILDHALL ST

8

19

HARBOUR

3

9



MARINE PARADE

Folkestone

Views and Nature

- 1 The Leas and Zigzag Path
- 2 The Lower Leas Coastal Park
- 3 The Harbour Arm
- 4 Sunny Sands
- 5 Kingsnorth Gardens
- 6 East Cliff
- 7 The Warren

Heritage

- 8 Folkestone Museum
- 9 The old station at the Harbour Arm
- 10 The Memorial Arch
- 11 St. Eanswythe Church and The Bayle
- 12 Martello Tower Number 3
- 13 The Leas Lift
- 14 William Harvey Statue

Arts and Culture

- 15 The Leas Cliff Hall
- 16 The Bandstand
- 17 The Quarterhouse
- 18 East Quay Cinema (?)
- 19 Silver Screen Cinema
- 20 The Chambers
- 21 The Creative Folkestone Artworks Trail

Sports

- 22 F51 - skatepark, climbing & boxing
- 23 Open water swimming
- 24 Fishing
- 25 Windsurfing
- 26 Pitch and putt
- 27 Tennis
- 28 Bowls
- 29 Radnor Park
- 30 Crazy golf

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- 30 Crazy golf



Setting up a Warm Welcome Space

The following guide offers a simple step-by-step journey you can follow – or consider – as you set up a new Warm Welcome Space. Before you start, have a look at the Warm Welcome Charter, which sets out the basis of what every Warm Welcome Space should be.

Step 1: People

The best first step to setting up a Warm Welcome Space is to define who your Warm Welcome Space will be for and by.

Did you know?

The most successful and sustainable Warm Welcome Spaces are designed to nurture a sense of community ownership over the space. These projects slowly mature into spaces that are cared for and developed by multiple people in the community, avoiding total reliance on paid staff only. By considering people first in your space design and thinking about what community ownership may look like in your space, you can ensure that your project has the right ingredients to offer a welcoming, safe and inclusive environment that has a long-term impact.

Guests

- Define potential Warm Welcome guest profiles in your community. Based on your experience, who would appreciate accessing a warm and welcoming space offered by your organisation this winter?
- Consider your highest potential contribution; who are the people in your local community who have the highest need for a warm and welcoming space this winter and whose need is least met elsewhere –by other spaces, initiatives or organisations– in your local context?

Volunteers and Space Leaders

- Create a list of people you would like to team up with to deliver your Warm Welcome Space. Consider people with skills and passions that complement one another and enrich your Warm Welcome offering. This may include people who are good at mobilising the community, word-of-mouth marketing, welcoming and integrating new members, listening and befriending, communications and social media, group game facilitation and entertainment, cooking, logistics, safeguarding, research and learning. How can you involve the right number and mix of volunteers to ensure your Space stays fresh, sustainable, trainable, flexible and inclusive?
- What can you do to make sure the volunteering experience is fulfilling for those doing it? How can you invest in the growth and development of your volunteering team?

Read 'How to care for Warm Welcome Volunteers' by the Relationships Project:
<https://www.warmwelcome.uk/blog/how-to-care-for-warm-welcome-volunteers>

Read 'The Value of Volunteers at Wooler Warm Hub' by space leader Fliss Baker:
<https://www.warmwelcome.uk/blog/the-value-of-volunteers-at-wooler-warm-hub>

Did you know?

The Warm Welcome Campaign runs a peer-to-peer learning platform on a closed Facebook group, where space leaders discuss topics of interest and seek advice. Additionally, the campaign runs training webinars that will be announced via the newsletter. Past webinars (available in the [resources section](#) on your dashboard) covered topics such as mental health, trauma-informed spaces, how to make your space welcoming, and fundraising.

Partners

Identify potential partners who may share mutual interest with you in creating a Warm Welcome Space. This can be a local bakery that may want to donate pastries for the space, a congregation member who may want to donate to support your costs, a local community organiser who is great at making sure the space leads to real change in the community or an organisation/charity that you can signpost to or invite experts from for talks/games/activities. The possibilities are endless, as long as you identify potential in your local context.

Your Local Warm Welcome Network

- Use our map (on [warmwelcome.uk](https://www.warmwelcome.uk)) to find out who else in your area has a Warm Welcome Space.
- Consider if it makes sense to collaborate with them to address resource shortages (e.g. physical space or volunteers). You can also join forces to bolster your offering by merging teams or creating one-off collaborations.
- Knowing where other warm spaces are near you can also help you make decisions that address gaps in the Warm Welcome offer in your area. For example, if a Warm Welcome Space nearby is open on certain days of the week, you can consider having your opening days/hours be different than theirs. You can also address geographical gaps in provision by choosing a location for your space where no one else is offering a Warm Welcome.

Once you have a list of potential guests, volunteers, leaders and partners, we would encourage you to have a brief conversation with some of them to gauge interest and scope out your options, possibilities and limitations as far as human resources are concerned.

Step 2: Facts

Now that you have a better idea about who your space may be for and by, it is good to consider the facts you're working with to ensure your vision is realistic. Limitations can allow us to be more creative, because they give us rules and a framework to arrive at ideas that are in tune with what's actually possible.

Organisational resources & limitations

- Identify tangible resources within your organisation that you can use for your Warm Welcome Space; e.g. furniture in your space, signposting resources, games or toys, coffee/tea, a community kitchen, accessible entrances, wifi, funding sources...etc.
- Define key organisational limitations and restrictions you must keep in mind, such as the cost/budget, number of employees you can allocate to this project, maximum guest capacity, or any other elements or scenarios that will limit you.

Context-specific challenges

- Identify challenges in your local context that may inhibit the success of your Warm Welcome Space, such as weak public transportation links that make it difficult for guests to get to your space.
- Explore cost-effective solutions to address these risks, e.g. creating a volunteer-led shuttle system.

Step 3: Space Design

Armed with a potential idea and technical limitations, you may now be ready to arrive at a design for your Warm Welcome Space this winter.

Imagination is helpful at this stage so do not be afraid to envision original ideas that best suit your context and resources. Think about how your Warm Welcome Space can contribute a new example for your national Warm Welcome peers and society at large. Consider what makes your Warm Welcome Space unique, and make sure to put that in writing - for you and your team to refer back to, even if it's just a couple of sentences!

The Basics

By the end of this stage, you should have a brief document that outlines the following:

- When will your Warm Welcome Space be open (days and times)?
- Which room will you use? How will you arrange furniture to make the space welcoming and inclusive?
- What types of activities will you offer your guests? What refreshments, snacks or food can you provide?
- How will you organise your team and their responsibilities?
- Define the type of culture you want your space to have.
- How will people find out about your space? (e.g. local newspapers and magazines, notice boards, word-of-mouth, partner networks)

Did you know?

The Warm Welcome Campaign will share information about funding opportunities for warm spaces via our newsletter and [website](#)

Read 'Serving Refugees' by Paul Blakey whose organisation was a Warm Welcome micro-grant recipient in 2022:

<https://www.warmwelcome.uk/blog/local-story-in-focus-serving-refugees>

Communications

Giving guests a platform to own and voice their narratives of transformation is a powerful tool to uplift and give agency to communities. How will you document and share meaningful stories that unfold in your space? (e.g. on social media)

Did you know?

The Warm Welcome Campaign is keen to connect with spaces who have stories of impact and transformation. The team may be able to write a blog post about your space, include you in a Warm Welcome video, or even connect you with well-matched and thoughtful press and media opportunities. To reach out to us about a story in your space, please email us at press@warmwelcome.uk.

Read 'More than 500,000 people in UK visited 'warm rooms' during the winter' in The Guardian: <https://www.theguardian.com/society/2023/apr/26/warm-rooms-winter-loneliness>

Monitoring and Evaluation

What is your monitoring and evaluation strategy? How will you evaluate the impact of your Warm Welcome Space on guests and the community at large by the end of the winter? How will you make sure you are listening to your community in order to improve your space? (e.g. you can run listening focus group at the beginning and end of the winter to give your community space to share information with you)

Did you know?

While the campaign is running, we will share surveys with you via our newsletter to collect information that helps us provide the right resources based on your actual needs. It may be a good idea to assign one person the task of counting the number of guests that attend each session and input that each week into the pulse poll on your [Warm Welcome dashboard](#). This helps you track demand on your space while also assisting the campaign's development.

Step 4: Preparing for Launch

Now that you have your theoretical space design document ready, it's time to start preparing for execution.

Register your Warm Welcome Space

- Make sure your space is registered on the Warm Welcome website. You will gain access to our network, training resources and (if you wish) your space can be on our national map which will be advertised to guests as a tool to locate Warm Welcome Spaces near them!
- Make sure that your Warm Welcome Space Leader has access to the account on our website and is subscribed to our newsletter, as practical updates will be shared.

Logistics

- Make sure you have a safeguarding strategy in place.
- Make sure your volunteers receive any necessary training before your space opens.

Spread the word

- Begin executing your marketing strategy. Create and print posters and banners for your Warm Welcome Space using templates we've made available for you on our [website](#) to make sure anyone who passes by your space can tell that they're welcome to come in! Reach out to contacts and partners who can spread the word.

Step 5: Action

By this stage your Warm Welcome Space is ready to be open.

Go Live

By the end of October our online map will be live. Make sure your space is on it so that people near you can search for and find it. If it's not, login to your dashboard and follow the steps to make it live.

Plan Ahead

During the campaign, you can keep an eye out for where you want your Warm Welcome Space to land by the end of winter – both in terms of organisational capacity and in terms of the space's story. The Warm Welcome campaign believes that spaces have the potential to create real social change in their communities. We encourage you to continue exploring the power and potential of community in your space and to keep us in the loop by tagging us and using the hashtag **#WarmWelcomeSpace**.



