

# FOLKESTONE TOWN COUNCIL



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## AGENDA

Meeting: **Community Services Committee**  
Date: **11 February 2025 (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 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 15<sup>th</sup> October 2024 and to authorise the Chair of the Committee to sign them as a correct record.

**4. PRIMARY SCHOOLS ACTIVITIES**

Members are asked to consider if they wish to suggest new creative projects i.e. activities involving dance, music and theatre, that FTC could potentially support through our youth facilities programme.

**5. ARMED FORCES DAY FOLKESTONE – 2025**

At its meeting on 15<sup>th</sup> October 2024 the community Services committee

RESOLVED:

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

The Communities & Events Officer will update the Committee in respect of developing arrangements.

**6. COMMUNITY RESILIENCE PLAN**

KALC are encouraging parish and town councils to help in building more resilient communities by producing their own Community Resilience Plan. It is anticipated that the plan would support and signpost members of the community to help them prepare for and respond to emergencies at a local level by identifying volunteers, resources and vulnerable areas and members of the community.

The Town Clerk has therefore asked the Communities & Grants Officer to explore the scope of such a plan in liaison with the Kent and Medway Resilience Team and the District Council's Emergency Planning team.

An update will be provided at the meeting.

**7. OBJECTS REPORT CS/25/377**

The Committee is asked to receive and note Report CS/25/377 and approve the disposal of the objects identified.

**8. FOLKESTONE MUSEUM REPORT CS/25/379**

The Committee is asked to receive and note Report CS/25/379.

**9. FTC VISITOR INFORMATION SERVICE / TOURISM AND MUSEUM RETAIL OFFER**

The Communities & Events Officer will update the committee in respect of FTC's current Visitor Information Service and the development of its retail offer.

**10. FOLKESTONE VISITOR / TOURISM MAP**

Further to members feedback on the proposed F & HDC new tourism wayfinding map, the final version has now been produced and is attached for information.

**11. FOLKESTONE COMMUNITY FORUM**

The committee are asked to nominate potential candidates to become members of the Folkestone Community Forum to represent FTC.

**12. PROJECTION PROJECT**

Folkestone Town Council have been approached by Folkestone Fringe requesting permission to use the Town Hall façade to project short films between 8 – 9pm on Friday 28 March as part of a training initiative event for young adult students being delivered in partnership with Screen South.

Further to the C & E Officer meeting with a Screen South representative an update will be provided at the meeting.

**13. BUS SHELTERS AND NOTICE BOARDS**

Further to a resolution at the last Community Services Committee meeting, the C & E Officer will update the Committee with suggestions received from Councillors in respect of potential new sites for bus shelters and notice boards.

Members views are sought.

**14. SETTING UP A WARM WELCOME SPACE**

Further to a resolution at the last Community Services Committee meeting, the Communities & Events Officer, in liaison with the Museum Curator, has pursued the viability of providing this service at the Town Hall and will report findings to enable Members to review and consider if this service can be provided by FTC.

**15. DATE OF NEXT MEETING**

Tuesday 8th April 2025 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, 15<sup>th</sup> October 2024 at 7.00pm.

**Present:** Councillors Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker and Roger West (Chair)

**Absent:** Councillor Bridget Chapman

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

### 1282. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 1283. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1284. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 11<sup>th</sup> June 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 11th June 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F:4, Ag:0, Ab:1

### 1285. ARMED FORCES DAY 2025 – REPORT CS/24/369

The Committee was asked to receive and note Report CS/24/369 and considered the recommendations within the Report.

**RESOLVED:** That a vote of thanks be recorded acknowledging the Community & Events Officer's organisation and delivery of 'Armed Forces & Community Fun Day – Folkestone 2024'.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

- i) To receive and note report CS/24/369 and agree the proposed event plan for 2025.
- ii) That due to the high costs and resource required to organise AFD on the scale of 2024, moving forward, FTC deliver this scale of event bi-annually with the next to be delivered in June 2026.

- iii) That FTC organise 'AFD2025 – Folkestone' by hosting a formal lunch for local serving personnel, veterans, cadets, youth organisations and representatives from military charities.
- iv) That district military and civic dignitaries should be invited to the lunch at which acknowledgement and thanks will be expressed and publicised to all serving personnel past and present.
- v) That the Armed Forces Day budget for this event be £5,000 to be formally agreed for release at the CSC meeting in February 2025 subject to the Finance & General Purposes Committee approving the proposed 2025 / 26 budget at its meeting on 12<sup>th</sup> December 2024.

Proposed: Councillor Jane Darling  
 Seconded: Councillor Belinda Walker  
 Voting: F:5, Ag:0, Ab:0

**1286. 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 contacting Stagecoach requesting details of numbers of passengers that board and alight at this bus stop, FTC have been advised that only approximately 10 people a day use the route on which this bus stop is sited.

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 however, currently, a response is awaited from F & HDC regarding this matter.

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

**RESOLVED:**

- i) That given the reported low usage of the bus stop at Lynwood, FTC cease to pursue installing a bus shelter at this site.
- ii) That the C & E Officer email all Councillors asking if they can report back with suggestions of any bus stop sites in their respective Wards that are highly used and therefore potentially viable for bus shelters and once this information is received, the C & E Officer pursue the prospect to install with KCC, F & HDC and Stagecoach.



- iii) That the C & E Officer email all Councillors asking if they can report back with suggestions of any sites in their respective Wards that are potentially viable for a noticeboard (highly visible receiving high footfall) and once this information is received, the C & E Officer pursue the prospect to install with KCC and F & HDC. That Councillors are also asked to identify existing noticeboards belonging to schools, churches and other organisations in their Wards and approach the relevant person within the organisation to ascertain if they would be willing to permit FTC to promote specific events, projects and initiatives whilst offering the opportunity for cross promotion and their use of FTC noticeboards.

Proposed: Councillor Peter Gane  
Seconded: Councillor Jane Darling  
Voting: F:5, Ag:0, Ab:0

**1287. FOLKESTONE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS AND SWITCH ON EVENTS (23<sup>rd</sup> AND 30<sup>th</sup> NOVEMBER RESPECTIVELY)**

The C & E Officer updated the committee regarding the Christmas lighting installations for Folkestone town centre and Cheriton High Street and developing plans and arrangements for the Christmas events including the Lions Club Santas Grotto to be hosted in the Town Hall on Saturday 7<sup>th</sup> December.

**1288. 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. Members were presented with the first draft at the meeting.

FTC are working in partnership with F & HDC and the C & E Officer updated the committee in respect of tourism initiatives currently being developed 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 committee was asked if it wished to release any funding from the Tourism Budget to support the production of the map pads.

**RESOLVED:**

- i) That a copy of the first draft of the Folkestone map be sent to all Councillors to review asking that they feedback to the C & E Officer with any suggested amends and / or additions.

- ii) That this Item be returned to the Committee meeting in February once the final draft of the map has been produced by F & HDC for Members to review and consider if it wishes to support the production of maps with funding.

Proposed: Councillor Peter Gane  
Seconded: Councillor Roger West  
Voting: F:5, Ag:0, Ab:0

#### **1289. BUDGET 2025/26 – POTENTIAL GROWTH ITEMS / CORPORATE PLAN**

The Committee considered proposals for possible growth items and non-recurring revenue expenditure for community service projects and initiatives for next year.

Following the FTC Corporate Plan Public Consultation ending, and the review of Folkestone residents' comments by the Corporate Plan Working Group, members considered comments and areas highlighted from the consultation, whilst identifying potential growth items. The Town Clerk updated Members on the following Town Council services under this Committee's governance:

- Noticeboards – Investigate the potential to install new noticeboards at sites additional to the existing FTC noticeboard locations at Church Lane, Wood Avenue (O/S library), Wear Bay Road (parallel to Jock's Pitch) and Cheriton High Street (O/S library) .
- Neighbourhood Plan – That the implications and requirements of developing a Neighbourhood Plan be pursued in 2025 including investigating the procedure to apply for available funding to produce and deliver the agreed objectives.

#### **RESOLVED:**

- i) That it is proposed the Christmas Lighting Budget is increased by £15,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12<sup>th</sup> December 2024.
- ii) That it is proposed the Youth Facilities Budget is increased by £5,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12<sup>th</sup> December 2024.
- iii) That it is proposed the Noticeboard Budget is increased by £5,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 12<sup>th</sup> December 2024.

Proposed: Councillor Peter Gane  
Seconded: Councillor Jane Darling  
Voting: F:5, Ag:0, Ab:0



**1290. SETTING UP A WARM WELCOME SPACE**

The Committee's views were sought in respect of whether it wished Folkestone Town Council to pursue the potential and viability of organising and delivering the Warm Welcome Space community service in the Town Hall / Museum.

**RESOLVED:** That the Communities & Events Officer in liaison with the Museum Curator, pursue the viability of providing this service at the Town Hall and report findings at the next Committee meeting when Members will review details and consider if it wishes to provide this service.

Proposed: Councillor Peter Gane

Seconded: Councillor Lucy McGirr

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

**1291. DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> February 2025 at 7pm

The meeting concluded at 7.50pm

Chair.....

Date.....



This report will be made public  
on 5 February 2025

**Folkestone  
Town Council**



Report Number: **CS/25/377**

**To:** Community Services  
**Date:** 11 February 2025  
**Responsible Officer:** Town Clerk  
**Report From:** Museum Manager/Curator  
**Subject:** Object Disposal

**SUMMARY:**

This report proposes disposal of items within the Museum's mineral collection that have been identified as containing radioactive materials.

**REASONS FOR RECOMMENDATION:**

The items identified as containing radioactive minerals have no educational or display benefit.

**RECOMMENDATIONS:**

1. To receive and note report CS/25/377
2. To approve the disposal of the five objects identified with the assistance of the Radiation Protection Advisors.

Aims and Objectives – Maintaining an accredited museum

Financial Implications – *To offer best value for money. Costings will be advised at the meeting.*

Equal Opportunities – *Equal opportunities for all.*

Environmental Impact – *The environmental impact has been considered in the preparation of all budgets.*



## 1. Introduction

Geological collections often contain naturally occurring radioactive minerals, including those that contain uranium. Along with many other museums that hold geological specimens, we do have some naturally occurring radioactive minerals in the minerals collection in the Folkestone Museum.

## 2. Background

- 2.1 Following the appointment of Radiation Protection Advisers during 2024, the following objects within the Museum collection were identified as containing radioactive minerals.

F1008 – linnaeite (cobalt sulphide)

F11264 - Tantalite

F1315 - Tobernite

F1239 – Zippeite/uraconite

F1034 – unidentified mineral (potentially pure uranium).

- 2.2 These radioactive minerals must be kept in the radiation hazards cabinet inside the collections store and the Radiation Protection Advisor has recommended that they should not be made available for research. They cannot be displayed, and they must not be removed from their sealed containers. The only access permitted to these objects is for the Museum Manager/Curator to look in the Radioactive Hazards cabinet once a month, to account for them.

- 2.3 In Folkestone Museum's Collections Development Policy (5.2), items may be considered for rationalisation / disposal if they are:

- hazardous or harmful
- have no educational or display benefit

- 2.4 These objects fit both these criteria and there is no public benefit to holding these minerals in Folkestone Museum's collection. Other museums in the UK hold samples of these minerals but have the facilities to safely allow researchers to access them.

- 2.5 In the Museums Association toolkit (p15), it is stated that hazardous materials that have no potential for research can be deaccessioned without the need to follow the full transfer, reuse and disposal process. "[I]f an item is a threat to the health and safety of the public or the workforce, it should be disposed of safely and in line with relevant guidance and regulations".

## 3. Conclusion

The items identified as containing radioactive minerals have no educational or display benefit, and it is therefore proposed that the Museum dispose of these five objects with the assistance of our Radiation Protection Advisors.

This report will be made public  
on 5<sup>th</sup> February 2025

**Folkestone  
Town Council**



Report Number: **CS/25/379**

**To:** Community Services  
**Date:** 11<sup>th</sup> February 2025  
**Responsible Officer:** Town Clerk  
**Subject:** Museum

**SUMMARY:**

This report provides an update on Folkestone Museum's work covering the period 22<sup>nd</sup> October 2024 to 4<sup>th</sup> February 2025.

**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/25/379

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.

### **2. Exhibitions**

The Noel Redding Exhibition opened on the 5<sup>th</sup> of November and closed on the 31<sup>st</sup> of January. Curated by the Noel Redding Project, the exhibition included a VR artwork from Screen South, paintings by local artists, and objects from private collections. The exhibition was featured on BBC South East in December.

Our next exhibition opens at the beginning of March – a set of botanical paintings by Helen Easter Beeken called 'Pebbles' – all about appreciating the stones beneath our feet (some of which have travelled long distances to Folkestone's shores).

The Collections Development & Access Officer has continued work on the new Natural History display, which changes its focus from Victorian collectors to more contemporary questions about biodiversity and threats to the natural world. We are awaiting quotes for the case fitout.

### **3. Outreach and Education**

Our October half term informal learning programme was very well attended: 216 children took part over the week. While 39% of visitors were returnees, another 20% had found out about our sessions through word of mouth. Other workshops this quarter include Megalithic Stone landscape collages,

Formal workshops for schools and home educated children have remained buoyant. We have hosted 13 class visits during the reporting period. The income from these sessions has contributed around £1300 towards the Museum's running costs. The Heritage Learning Officer has successfully expanded advertising for our schools programme, and schools from as far as Dymchurch and Dover who have never visited the museum before have booked learning sessions since the end of October.

Adult outreach talks, which stalled over the winter, are due to restart in the next quarter.

As well as delivering the schools programme, we have had discussions with Touchbase regarding a joint project with their members in our community case, which will go ahead in March.

### **4. Collections Development & Care**

After undertaking training from a conservator, the Collections Development & Access Officer has begun to clean our taxidermy collection in advance of its redisplay.



Our Collections volunteers have started looking at our botany collection to begin the process of reconciling missing objects with objects which have temporary numbers, continuing the work previously undertaken to arrange the collection.

We have not added anything new to the collection in this past quarter, but the museum's involvement in a local archaeological project – an Anglo-Saxon cemetery within our collecting area – has been widely publicised. The finds, which will be coming on loan to Folkestone Museum to be displayed (pending the final loan agreement), include a spectacular Anglo-Saxon ring sword with a gilded silver hilt. Our website has received 400% more traffic since the Guardian announced the sword would be coming to us in December.

## **5. Staffing**

The museum's Visitor Services Officer (Saturdays) will have an extra day added to her contract each month. This allows for a day of face-to-face time on a weekday, which will aid with her training and development, allow her to participate in team meetings, and further contribute to the council.

## **6. Volunteering**

Volunteering sessions were paused while the museum was closed in Summer 2024. Since October, we have reconsidered and reshuffled our Volunteer roles, reducing the number of available roles to three, removing historic roles which have not been filled for some time – for example, the front of house volunteer role.

Our Schools and Engagement Volunteers have started helping not just with informal learning sessions but also our Homeschooling sessions to support our Heritage Learning Officer.

The museum's collections volunteers have restarted their work

All of our volunteers will now have a DBS check undertaken before they begin volunteering, in line with council policy.

## **8. Income Generation**

The Museum now has a contactless donation machine installed outside the education room. This machine, a Zettle contactless reader, can take repeat payments of the same amount. It is currently set to £3 donations. We have already started to receive donations from the public through the card reader, and we hope it will come into its own during February half term activities.

## 7. Corporate Plan KPI Performance 2024-2025 Financial Year

KPI	Quarter 4 (Oct – Jan '25)	Year to Date
<b>D9</b> No. of visitors to the Town Hall	9089	26782
<b>D11</b> Website visits (Museum only)	9700	18000
<b>D12</b> Facebook reach	26159	70,975
<b>D13</b> Twitter followers	641	664
<b>M1</b> Exhibition room bookings	1	1
<b>M2</b> Volunteer hours	39	159
<b>M3</b> No. of school visits	13	34
<b>M4</b> No. room bookings	0	0

*Folkestone Museum Instagram account also has 2496 followers (up from 2285 reported in CS/24/364).*

*It should be noted that the Twitter (now X) followers YTD records the number of followers at its highest - there is a noted decline in followers as people decide to leave this platform (approx. a third of the UK's X users have now left).*

*Our number of school sessions has been lower than usual this year because of the museum's closure over summer 2024.*

## **Appendix 1 Museum Explorer Backpacks**

The Audience Development and Outreach Officer proposes to create a suite of gallery resources that will promote accessibility and extend engagement with the museum galleries.

It is proposed to create a number of backpacks/satchels (with purchasing of spare parts and extras), targeting three groups: a sensory backpack for children and young adults visiting with sensory processing sensitivities (For example autism spectrum disorder (ASD)), a backpack targeted at families with Early Years members and a general 'explorer' backpack targeted at families with children who would like to extend their time in the galleries.

These backpacks will include objects, stories and activities that are linked to the museum collection. This project should also include the development of a sensory map and visual story of a visit to the museum, resources that can be downloaded by families and schools from the museum website prior to a visit to the museum.

The project will include consultations with representatives of these three groups and ongoing evaluations as the resources are developed. It is requested that we draw funds from the museum reserve to fund this project, with the budget to include consultation fees with Samantha Bowen, the developer of the SEND in Museums website and an inclusion campaigner in museums, and for a designer of the sensory map and visual storyboard.

An example of a visual story:

[https://scarboroughmuseumsandgalleries.org.uk/wp-content/uploads/2022/04/Scarborough-Art-Gallery-UPDATED-JULY\\_final.pdf](https://scarboroughmuseumsandgalleries.org.uk/wp-content/uploads/2022/04/Scarborough-Art-Gallery-UPDATED-JULY_final.pdf)

An example of a sensory map:

<https://scarboroughmuseumsandgalleries.org.uk/wp-content/uploads/2022/04/Rotunda-Museum-Sensory-Map.pdf>

Examples of backpacks:

<http://www.vam.ac.uk/content/articles/d/designing-museum-activity-backpacks-for-families/>

<https://www.euansguide.com/news/what-to-put-in-a-sensory-backpack/>

<https://gem.org.uk/resource/museum-of-londons-early-years-toolkit/>

Tara Cleary, Heritage Support Officer





# FOLKESTONE

**l** Find out about Folkestone and beyond at the Visitor Information Centre. Visit the town hall or call 01303 257946.



**FOLKESTONE AND HYTHE**

## ARTS AND CULTURE

- 1 Bandstand
- 2 Creative Quarter
- 3 Harbour Screen
- 4 Leas Cliff Hall
- 5 Quarterhouse
- 6 Silver Screen Cinema

## SPORTS

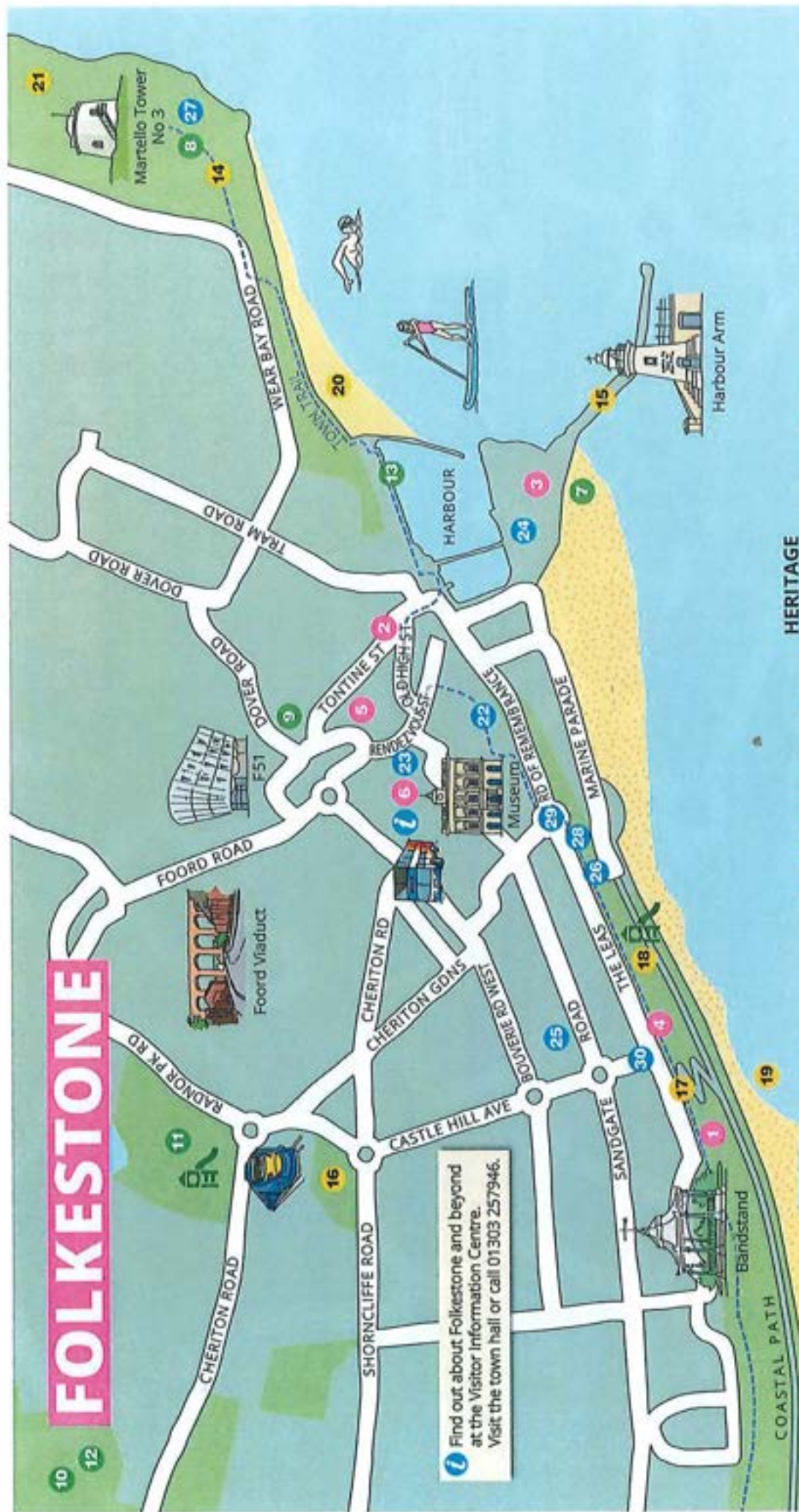
- 7 Adventure golf
- 8 East Cliff Sports
- 9 FS1 - skatepark, climbing & boxing
- 10 Folkestone Invicta Football Club
- 11 Radnor Park
- 12 Three Hills Sports Park
- 13 Kayaking and paddle boarding

## VIEWS AND NATURE

- 14 East Cliff
- 15 Folkestone Harbour
- 16 Kingsnorth Gardens
- 17 Leas and Zig Zag Path
- 18 Lower Leas Coastal Park
- 19 Mermaid Beach
- 20 Sunny Sands
- 21 The Warren

## HERITAGE

- 22 St. Mary & St. Eanswythe Church
- 23 Folkestone Museum
- 24 Former Harbour Station
- 25 Garden of Remembrance
- 26 Leas Lift
- 27 Martello Tower Number 3
- 28 Memorial Arch
- 29 War Memorial
- 30 William Harvey Statue





# FOLKESTONE

Folkestone  
Central Station

16

Find out more about  
the open art trail,  
town trail, toilets, cycle  
routes and more at  
[folkestoneandhythe.co.uk/your-visit](http://folkestoneandhythe.co.uk/your-visit)



William  
Harvey  
statue

Zig Zag Path

COASTAL PATH

THE LEAS

Leas Lift

Memorial  
Arch

Folkestone  
Bus Terminal

St. Mary & St.  
Eanswythe

Quarternhouse

Harbour Station

HARBOUR

Area pedestrianised  
between 10am and 6pm

For more inspiration, visit  
[folkestoneandhythe.co.uk](http://folkestoneandhythe.co.uk) or follow  
[@fhextraordinary](https://www.instagram.com/fhextraordinary) on Instagram