

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Folkestone Town Council**
Date: **14 November 2024**
Time: **7.00 p.m.**
Place: **Town Council Offices, 1-2 Guildhall Street, Folkestone**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend a meeting of the Folkestone Town Council 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

PRAYERS

PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

1. APOLOGIES FOR ABSENCE

To receive 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 Annual Council Meeting held on 19 September 2024 and to authorise the Town Mayor to sign them as a correct record.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor will give a brief overview of activities in relation to the mayoralty since the last Full Council meeting.

5. WARD GRANTS

Due to the timescale for the events concerned, Council are asked to approve the following Ward Grant applications:

Organisation Name	Project Name	Requested Amount	Supported by
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	P Gane
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	J Renshaw
Strange Cargo	Cheriton Christmas Lights craft workshop	£100.00	R West

6. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meeting of 29 August 2024 and 26 September 2024.

7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meetings of 22 August 2024.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meetings of 11 June 2024.

9. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meetings of 4 June 2024.

10. MATTERS AND RESOLUTIONS FROM COMMITTEES FOR INFORMATION

(items in bold italic have been brought forward for debate, remaining items to be noted)

i) Finance & General Purposes Committee

- To appoint Mulberry & Co as the internal auditor to audit the mid-term and year- end accounts for a three-year fixed contract commencing in the 2024/25 financial year.
- Town Clerk to seek technical advice for the requirements for the supply and installation of the lightning conductor and creation of a specification for tenders.
- To approve the Town Clerk's decision (under Financial Regulation 4.5, extreme risk to the delivery of Council services) to instruct Aurora Health Physics Services Ltd to undertake an annual site visit, providing RPA advice and compliance report for a three-year fixed term, first-year cost of £8,971, second and third year at £4,997 plus 5% price increase per year.
- That the quote of £1,085 plus VAT be accepted from AW Glass & Glazing for the repairs of the front window display.

ii) Community Services Committee

- 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.
- That FTC organise 'AFD2025 – Folkestone' by hosting a formal lunch for local serving personnel, veterans, cadets, youth organisations and representatives from military charities.
- 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 12th December 2024.
- That given the reported low usage of the bus stop at Lynwood, FTC cease to pursue installing a bus shelter at this site.
- 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.

- 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.
- 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.
- 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.
- 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.

iii) Climate and Environment Committee

- That subject to the C & E Officer following up with F&HDC and KCC regarding the viability of the proposed sites the following locations be agreed:
 - Blackbull Road railings (both sides of road nr Mundella Primary School)
 - The Stade
 - Cheriton High Street (nr Old Post Office)
 - Junction of Dover Road and Canterbury Road (railings under bridge)
 - Pavilion Road railings
 - Broadmead Village (Village Shop)
 - Sandgate Road (Adjacent to Westbourne Gardens nr bus stop)
 - Junction of Mount Pleasant Road and Bellevue Street (under viaduct)
- That the following suggested sites be declined as the Committee's view is that F&HDC will install planters in these areas as part of their 'Folkestone – A Brighter Future' scheme renovations.
 - Guildhall Street
 - Central Station (nr bus stop)
- That subject to F&HDC providing a written assurance that the planters are of the high, visually pleasing standard of summer 2024, £6,000 of the 2024/25 Flowerbeds Budget be released for F&HDC to carry out the planting.
- That the schedule of soft sites be approved and £10,308 of the 2024/25 Trees Budget be released for KCC to carry out new planting.
- Improvements to fencing and gates at Pine Way Play Park - That up to £10,000 is vired from the Community Infrastructure Levy Reserve Budget, subject to approval by the Finance & General Purposes Committee.

11. **OUTSIDE BODIES**

- i) To receive verbal reports from Councillors as Council representatives on the following outside bodies:
 - Kent Association of Local Councils (AAK, JD)
 - John Bowley & Sherwood Almshouses Charity (RW)
 - Folkestone Twinning Association (AL)
 - Cinque Ports Champion (BW)
 - Folkestone Municipal Charity (AAK, AL, LM, NK, RW)
 - Folke About Town (BW)
- ii) The Town Mayor has received a request from the Mechinagar Sister Partnership for Council representation on the group. Councillors are therefore asked to consider who will represent FTC.

12. NALC CONSULTATION

Since temporary COVID-19 powers ended in May 2021, NALC have been at the forefront of a national campaign to allow parish and town councils to hold remote council meetings. The Deputy Prime Minister has announced that the government is committed to allowing councils to hold remote council meetings and published a consultation paper, which closes on 19 December 2024.

NALC are therefore encouraging all parish and town councils, county associations, and individual councillors and clerks to participate in this essential consultation. Council is therefore asked if they wish to respond as a corporate body and, if so, do they agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

13. POLICIES & STATEMENTS

Council is asked to approve the following policies and statements:

- FTC Public Space CCTV Policy – The CCTV Policy has been revised to reflect the current partnership agreement with Swale BC
- Fire Prevention Management & Procedure (New)
- Biodiversity Statement (Reviewed)
- Environmental Statement (Reviewed)
- Collections Management Policy Pack – In preparation for re-accreditation from the Arts Council, various policies and documents have been reviewed and combined for adoption by Council.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified item 13 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

14. CCTV MONITORING AND MAINTENANCE

Council is asked to consider Exempt Report C/24/370.

15. DATE AND TIME OF NEXT MEETING

9 January 2024 at 7pm – Ordinary Full Council Meeting

Councillors on Committee:

Cllr Abena Akuffo-Kelly
Cllr Charlie Bain Smith
Cllr Bridget Chapman
Cllr Jane Darling
Cllr Laura Davison
Cllr Christine Dickinson
Cllr Peter Gane
Cllr Nicola Keen
Cllr Kieran Leigh

Cllr Adrian Lockwood
Cllr Connor McConville
Cllr Liz McShane
Cllr Lucy McGirr
Cllr Jackie Meade
Cllr Tim Prater
Cllr John Renshaw
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 Full Council Meeting held at the Town Hall, Folkestone on Thursday, 19 September 2024 at 7.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Abena Akuffo-Kelly (Chair), Bridget Chapman, Jane Darling, Christine Dickinson, Nicola Keen, Kieran Leigh, Adrian Lockwood, Connor McConville, Lucy McGirr, Jackie Meade, John Renshaw, Belinda Walker, Roger West.

ABSENT: Councillor Charles Bain Smith.

IN ATTENDANCE: Roland Domingo – Finance Officer and Deputy Clerk
Liz Timmins – Communities and Grants Officer
Jennifer Griffin – Administration Officer
Ian Bishop - Town Sergeant

No questions were received.

2102. APOLOGIES

Apologies were received from Councillors Laura Davison, Liz McShane, Tim Prater and Peter Gane.

RESOLVED: To accept the apologies from Councillors Laura Davison, Liz McShane, Tim Prater and Peter Gane.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 13, Ag: 0, Ab: 0

2103. DECLARATIONS OF INTEREST

Councillor Bridget Chapman declared a personal interest in the grant application received from Community Art Kent CIC.

2104. MINUTES

The Council was asked to receive and authorise the Minutes of the AGAR Council Meeting held on 13 June 2024 and to ask the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Full Council Meeting held on 13 June 2024 be received and signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 13, Ag: 0, Ab: 0

2105. TOWN GRANT APPLICATIONS

The Mayor invited the applicants to carry out a presentation and answer questions from Councillors.

It was discussed that as the total grant request exceeded the total grant amount available, Councillors should discuss awarding 50% of the requested amount to each application.

RESOLVED: For Councillors to discuss awarding each application 50% of the requested amount, with any deviation from a member to make a proposal on the amount to be awarded.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Church Street Project to be awarded a town grant of £1,000.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Autism Help to be awarded a town grant of £450.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Canterbury Archaeological Trust to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Bayle Residents Association to be awarded a town grant of £375.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Kieran Leigh

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone & Hythe Orchestral Society to be awarded a town grant of £450.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: South Kent Mind to be awarded a town grant of £1,000.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: The Autism Apprentice CIC to be awarded a town grant of £1,500.

Proposed: Councillor Jackie Meade

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkey Birth Club CIC to be awarded a town grant of £625.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Invicta Football Club to be awarded a town grant of £1,875.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Touchbase Care to be awarded a town grant of £1,200.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Community Art Kent CIC to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 12, Ag: 0, Ab: 1

RESOLVED: Folkestone Gospel Singers to be awarded a town grant of £425.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Youth Festival of Remembrance to be awarded a town grant of £1,875.

Proposed: Councillor Nicola Keen

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: The Fourth Wall to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Festivals to be awarded a town grant of £1,250.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Women's Forum to be awarded a town grant of £750.

Proposed: Councillor Bridget Chapman
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Thrive by the Sea CIC to be awarded a town grant of £1,160.

Proposed: Councillor Nicola Keen
Seconded: Councillor Adrian Lockwood
Voting: F: 13, Ag: 0, Ab: 0

RESOLVED: Folkestone Documentary Festival to be awarded a town grant of £1,875.

Proposed: Councillor Jackie Meade
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 13, Ag: 0, Ab: 0

- ii) The Council was asked to consider reinstating the Grants Committee that was disbanded in November 2020.

RESOLVED: That the Grants Committee be reinstated this year.

Proposed: Councillor Roger West
Seconded: Councillor Lucy McGirr
Voting: F: 13, Ag: 0, Ab: 0

It was also discussed that all Councillors be made members of the Grants Committee.

RESOLVED: That all Councillors be made members of the Grants Committee.

Proposed: Councillor Kieran Leigh
Seconded: Councillor Nicola Keen
Voting: F: 13, Ag: 0, Ab: 0

2106. MINUTES OF THE PLANNING COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Planning Committee minutes held on the 29 February 2024, 28 March 2024, 25 April 2024, 30 May 2024, 27 June 2024 and 25 July 2024.

RESOLVED: That the Minutes of the Planning Committee meetings of 29 February 2024, 28 March 2024, 25 April 2024, 30 May 2024, 27 June 2024 and 25 July 2024 be received.

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2107. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Finance and General Purposes Committee meetings held on the 15 February 2024, 18 April 2024 and 13 June 2024.

RESOLVED: That the Minutes of the Finance and General Purposes Committee meetings of 15 February 2024, 18 April 2024 and 13 June 2024 be received.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F: 13, Ag: 0, Ab: 0

2108. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Community Services Committee meetings held on the 6 February 2024 and 2 April 2024.

RESOLVED: That the Minutes of the Community Services Committee meetings of 6 February 2024 and 2 April 2024 be received.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

Voting: F: 13, Ag: 0, Ab: 0

2109. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

The Full Council was asked to receive and endorse the Minutes and recommendations of the Climate and Environment Committee meetings held on the 6 February 2024 and 2 April 2024.

RESOLVED: That the Minutes of the Climate and Environment Committee meetings of 6 February 2024 and 2 April 2024 be received.

Proposed: Councillor Lucy McGirr

Seconded: Councillor John Renshaw

Voting: F: 13, Ag: 0, Ab: 0

2110. MATTERS AND RESOLUTIONS FROM COMMITTEES

Councillors noted the resolutions.

- i) **Climate and Environment Committee – 4 June 2024**
Noted
- ii) **Community Services Committee – 11 June 2024**
Noted
- iii) **Finance and General Purposes Committee – 22 August 2024**
Noted

2111. TERMS OF REFERENCE

The Council was asked to approve the amended Terms of Reference of the Finance and General Purposes Committee.

RESOLVED: That the amended Terms of Reference be revoked following the reinstatement of the Grants Committee.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 0, Ab: 0

2112. OUTSIDE BODIES

The Council received verbal reports from Councillors as Council representatives on the following outside bodies:

- i) Councillor Jane Darling gave a brief update on Kent Association of Local Councils.

Councillor Roger West gave a brief update on John Bowley & Sherwood Almshouses Charity.

Councillor Adrian Lockwood gave a brief update on the Folkestone Twinning Association.

Councillor Belinda Walker gave a brief update on the Cinque Ports.

Councillor Roger West gave a brief update on the Folkestone Municipal Charity.

Councillor Belinda Walker gave a brief update on Folke About Town.

- ii) Folkestone Municipal Charity requested for Councillor Belinda Walker to remain on the Folkestone Municipal Charity as an additional Council

representative.

RESOLVED: For Councillor Belinda Walker to be included on the Folkestone Municipal Charity as an additional Council representative.

Proposed: Councillor Nicola Keen

Seconded: Councillor Lucy McGirr

Voting: F: 13, Ag: 0, Ab: 0

2113. KENT COUNTY COUNCILLORS' UPDATES

The Council noted the written report received from Kent County Councillor Dylan Jeffrey, providing an update in relation to Kent County Council activities.

2114. POLICIES & STATEMENTS

The Council was asked to approve the updated Health and Safety policy and Statement on Managing Performance of the Council as a Corporate Body.

RESOLVED: That the updated Health and Safety policy and Statement on Managing Performance of the Council as a Corporate Body be approved and adopted, with the following amendment; that the meeting of the Planning Committee be changed from three weeks to every month and receive a Weekly List for applications due to close before the next meeting convenes.

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2115. NOTICE OF MOTIONS

- i) Councillor John Renshaw moved a motion for Council to express their willingness to engage in any discussions, events and actions to facilitate the future reopening and/or improvement of the Sports Centre.

The Council was asked if they would be interested in sending a comment with regards to the nomination of Folkestone Sports Centre as an Asset of Community Value.

RESOLVED: That Councillors John Renshaw and Adrian Lockwood work with Folkestone Town Council officers to formulate a comment to Folkestone & Hythe District Council with regards to the nomination of the Folkestone Sports Centre as an Asset of Community Value.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Roger West

Voting: F: 13, Ag: 0, Ab: 0

- ii) Councillor John Renshaw moved a motion that the Town Council investigate carrying out independent monitoring of the water quality on Folkestone's beaches (Sunny Sands and the Mermaid beach).

RESOLVED: That the Climate & Environment Committee further discuss the independent monitoring of the water quality on Folkestone's beaches Meeting (Sunny Sands and the Mermaid beach).

Proposed: Councillor Jane Darling

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

2116. DATE OF THE NEXT MEEETING

14 November 2024 at 7pm – Ordinary Full Council Meeting.

The meeting concluded at 9:16pm.

.....Town Mayor

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29 August 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson, John Renshaw

OFFICERS PRESENT: Jennifer Griffin (Administration Officer)
Georgina Wilson (Corporate Support Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING 25 JULY 2024

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 25 July 2024 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 25 July 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Christine Dickinson

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

4. APPLICATION 24/0885/FH

The Committee met with the Earlscliffe Developer for a short presentation and brief answering of Committee member questions.

The Committee discussed the application and decided to remain with the Comment from the Committee's Weekly List.

COMMENT: *"Object. Insufficient parking, inadequate access (see response from KCC Highways), disputes over the boundaries of the property and overbearing, impacting neighbouring properties (see comments), impact on trees subject to a TPO. Note that the site is within the Conservation Area. The scale, bulk and appearance of the proposals would not protect the character of the conservation area. The proposed black UPVC windows would be wholly inappropriate in the conservation area"*

5. PLANNING APPLICATIONS

Application no	24/1107/FH
Location	Flat A, 83 Bouverie Road West
Proposal	Extension to flat and conversion of store to studio
Closing date	03/09/2024



Comment	No Objection
Application no	24/1212/FH
Location	The Battery, The Bayle
Proposal	Single storey rear extension, installation of roof lights and an air source heat pump. Replacement of rear dormer windows with rooflights, installation of external iron handrail within access steps, replace 4 sash windows to front and timber windows to eastern side. Reopening and enlargement of existing first floor balcony extension, replacement of pitched roofs to front dormers with lead roofs.
Closing date	03/09/2024
Comment	Object. While we do not object in principle to the application, there is no justification for the replacement of the front four windows. The existing pattern of glazing reflects the buildings history and should be retained.
Application no	24/1220/FH
Location	The Battery, The Bayle
Proposal	Listed Building Consent for a single storey rear extension, installation of roof lights and an air source heat pump. Replacement of rear dormer windows with rooflights, installation of external iron handrail within access steps, replace 4 sash windows to front and timber windows to eastern side. Reopening and enlargement of existing first floor balcony extension, replacement of pitched roofs to front dormers with lead roofs
Closing date	03/09/2024
Comment	Object. While we do not object in principle to the application, there is no justification for the replacement of the front four windows. The existing pattern of glazing reflects the buildings history and should be retained.
Application no	24/1216/FH
Location	Folkestone Prime Court, 9 Trinity Crescent
Proposal	Change of use of 2 rooms in a HMO to one self-contained 1 bed, 2-person flat
Closing date	03/09/2024
Comment	No Objection
Application no	24/1238/FH
Location	2 Martha Close
Proposal	Creation of two additional car parking spaces to front of property together with extension of existing dropped kerb

Closing date	02/09/2024
Comment	No Objection
Application no	24/1228/FH
Location	Ground Floor Flat, 4 Ingles Road
Proposal	Proposed detached garage with off road parking and drop kerb to existing dwelling house
Closing date	04/09/2024
Comment	No Objection
Application no	24/1250/FH
Location	5-6 Westbourne Gardens
Proposal	Variation of condition 3 (opening times) of planning permission Y02/0308/FH to allow for to allow opening between the hours 07.30am and 18.30pm Monday to Saturday
Closing date	04/09/2024
Comment	No Objection
Application no	24/1255/FH
Location	The Grand, Chilham Suite, The Leas
Proposal	Listed Building Consent to install a downpipe within the block, to replace a temporary plastic one in situ.
Closing date	05/09/2024
Comment	No Objection
Application no	24/1249/FH
Location	Queens House, Guildhall Street
Proposal	Re-cladding of the existing building elevations at first, second and third floor, including replacement windows and associated works.
Closing date	05/09/2024
Comment	Objection. The principle is fine but there is not enough information on what materials are proposed for cladding or fenestration and whether these materials would comply with fire regulations.
Application no	24/1260/FH
Location	Flats 1 & 2 125 Sandgate Road
Proposal	Remodelling & refurbishment of existing 2no. upper floor flats with associated alterations, including the replacement of the external windows & doors
Closing date	06/09/2024
Comment	Object. No elevation drawings have been submitted to show where the windows will be replaced. Object to the proposed bar pattern which does not match the original,



attractive, margined glazed windows.
The proposed cross sections are acceptable.

Application no	24/1197/FH
Location	The Glenmore Centre, Unit 18, Pent Road, Shearway Business Park
Proposal	Installation of 2 x First Floor Windows at the rear of the building at mezzanine level
Closing date	09/09/2024
Comment	No Objection
Application no	24/1264/FH
Location	28 Shorncliffe Crescent
Proposal	Erection of two-storey rear extension and construction of front dormer with accompanying rooflight
Closing date	09/09/2024
Comment	Object. There would be too large an impact on the neighbouring private garden.
Application no	24/1277/FH
Location	Land Outside 7 West Terrace
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	17/09/2024
Comment	No Objection
Application no	24/1279/FH
Location	Land Opposite The Saga Building, Middelburg Square
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	17/09/2024
Comment	Object. The proposed placement would cause obstruction to the pavement and may attract anti-social behaviour. It would also affect the visibility of the junction. The remodelling of the SAGA building do not seem to have been taken into account.
Application no	24/1276/FH
Location	Land Outside 5 Guildhall Street
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	17/09/2024
Comment	Object. The proposed placement would cause obstruction on the pavement and may attract anti-social behaviour. In addition, the placement would have the potential of encouraging illicit behaviours which will



increase levels of crime and vandalism.

Application no 24/1274/FH
Location Shellons Street, opposite 20 Cheriton Road
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction on the pavement and may attract anti-social behaviour. The remodelling of the SAGA building do not seem to have been taken into account.

Application no 24/1278/FH
Location Land Outside 61 Sandgate Road
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment Object. The proposed placement would cause obstruction on the pavement. The Committee does not see the benefit in this area when there are existing phone boxes. The light pollution emitted from the advertising board would not protect the character of the Conservation Area.

Application no 24/ 1280/FH
Location Land Outside 36 Cheriton High Street, Cheriton
Proposal Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date 17/09/2024
Comment No Objection

Application no 24/1263/FH
Location 2 Guildhall Street
Proposal Removal of existing rear metal fire escape staircase and replacement with new metal fire escape staircase.
Closing date 17/09/2024
Comment No Objection

Application no 24/1294/FH
Location 2 Guildhall Street
Proposal Listed Building Consent for the removal of existing rear metal fire escape staircase and replacement with new metal fire escape staircase
Closing date 17/09/2024
Comment No Objection

Application no 24/1293/FH

GBS.

Location	1 Herdson Road
Proposal	Double-Storey Side Extension
Closing date	10/09/2024
Comment	No Objection
Application no	24/1292/FH/PA
Location	The SAGA Building, Middelburg Square
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of office use Class E to residential C3 for the conversion to 53 x 2 bed & 33 x 1 bed flats
Closing date	11/09/2024
Comment	Object. Some of the proposed units appear not to satisfy minimum size standards. There are no outdoor amenities provided and very long escape routes in case of fire. This application does require prior approval.
Application no	24/1275/FH
Location	Land Outside 31 Guildhall Street
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

7. LATE PLANNING APPLICATIONS

Application no	24/1327/FH
Location	Land Outside 61 Sandgate Road
Proposal	Advertisement consent for the Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	Object. The proposed placement would cause obstruction on the pavement. The Committee does not see the benefit in this area when there are existing phone boxes. The light pollution emitted from the advertising board would not protect the character of the Conservation Area.
Application no	24/1328/FH
Location	Land Outside 5 Guildhall Street
Proposal	Advertisement consent for the Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	Object. The proposed placement would cause



obstruction on the pavement and may attract anti-social behaviour. In addition, the placement would have the potential of encouraging illicit behaviours which will increase levels of crime and vandalism.

Application no	24/1330/FH
Location	Land Outside 7 West Terrace
Proposal	Installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

Application no	24/1333/FH
Location	Land Outside 31 Guildhall Street
Proposal	Advertisement Consent for the installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

Application no	24/1332/FH
Location	Land Outside 36 Cheriton High Street
Proposal	Advertisement Consent for the installation of 1 no. new communication Kiosk with integrated advertising display
Closing date	12/09/2024
Comment	No Objection

8. DATE OF NEXT MEETING
Thursday, 26th September 2024

The meeting concluded at 8:58pm.


..... Chair
26 Sept 24 .

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 26 September 2024 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Bridget Chapman, Jane Darling, Christine Dickinson, John Renshaw

OFFICERS PRESENT: Liz Timmins (Communities and Grants Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Laura Davidson

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MEETING

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29 August 2024 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 29 August 2024 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor B Chapman

Seconded: Councillor C Dickinson

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

4. WEEKLY LIST

The Committee noted the comments sent to Folkestone & Hythe District Council via the Weekly List dated 28 August 2024.

5. PLANNING APPLICATIONS

Application no	24/1183/FH
Location	5 Paddock Mews, Paddock Close
Proposal	Work to tree subject of TPO No. 8 of 2003, reduce height of Lawson Fir by 2 meters
Closing date	01/10/2024
Comment	No Objection

Application no	24/0737/FH
Location	The Old Stables (The Old Riding School), Coolinge Lane
Proposal	Erection of two, two-storey semi-detached dwellings, change of use and conversion of an existing building to form a single storey detached dwelling, conversion of an existing building to form stores associated with the

proposed dwellings, formation of vehicular and pedestrian access, and associated car parking.
Closing date 10/10/2024
Comment No Objection – subject to Kent Highways compliance

Application no 24/1399/FH
Location BT Telephone Exchange, Bouverie Place
Proposal Installation of additional ventilation to enable upgrade for broadband and landline technology
Closing date 04/10/2024
Comment No Objection

Application no 24/1258/FH
Location Land Adjoining 11 Canterbury Road
Proposal Proposed two bedroom dwelling
Closing date 08/10/2024
Comment No Objection

Application no 24/1421/FH
Location 18 Lynwood
Proposal Single storey side extension
Closing date 08/10/2024
Comment No Objection

7. LATE PLANNING APPLICATIONS

There were no late planning applications for review

8. DATE OF NEXT MEETING

Thursday, 31 October 2024

The meeting concluded at 7.40 pm.


..... Chair

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 22 August 2024 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Nicola Keen, Jackie Meade, Connor McConville (Chair), Adrian Lockwood, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater and Peter Gane.

ABSENT: Councillor Abena-Akuffo Kelly.

OFFICERS PRESENT: Toni Brenchley – Town Clerk
Roland Domingo – Finance Officer

1675. APOLOGIES FOR ABSENCE

Apologies received from Councillor Bridget Chapman.

RESOLVED: To approve apologies from Councillor Bridget Chapman.

Proposed: Councillor Jackie Meade
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab: 0

1676. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1677. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2024 and authorised the Chair to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2024 be signed as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1678. RESOLUTIONS FROM COMMITTEES

The Committee received and noted the resolutions in the minute of the Climate & Environment Committee on the 2 April 2024, minute number 98.

RESOLVED:

To allocate £10,000 of the 2024/25 Flowerbeds budget for the sponsorship of the F&HDC winter and summer planting with a plaque to include

Folkestone Town Council's crest and detailing its support to be installed at each site.

To allocate £6,000 of the 2024/25 Flowerbeds budget and instruct an external contractor to seasonally plant (twice a year).

To defer £15,000 allocated to the provision of new planters (including seasonal planting and maintenance) at new sites in Folkestone and Cheriton after the resolution on the next C&E Committee meeting.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 9, Ag: 1, Ab: 0

1679. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2024 to 31 July 2024.

RESOLVED: That the Schedule of Payments for the period between 1 June 2024 to 31 July 2024 be approved.

Proposed: Councillor Peter Gane
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1680. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 June 2024 to 31 July 2024.

RESOLVED: That the Schedule of Receipts for the period 1 June 2024 to 31 July 2024 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1681. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 July 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2024 be approved.

To approve the cost towards the CCTV weight distribution checks on lampposts of £1,952. To give thanks to Swale Borough Council in the agreement to split the cost and for carrying out the weight testing for each CCTV column.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1682. BANK RECONCILIATION

The bank reconciliation statement as at 31 July 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1683. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to re-appoint the current internal auditor, Mulberry & Co and enter into a three-year contract from 2024/25 to conduct the mid-term and year-end audit.

RESOLVED: To defer the acceptance of entering into a three-year contract with the current internal auditor. To obtain three quotes from auditors to carry out the mid-term and year-end audit for three years.

Proposed: Councillor Tim Prater

Seconded: Councillor Jackie Meade

Voting: F: 10, Ag: 0, Ab: 0

1684. MINIBUS SCHEME UPDATE

Following receipt of a Section 19 permit, the Committee was asked to approve the Community Minibus Hire Policy.

RESOLVED: To approve the Community Minibus Hire Policy subject to an amendment to the term 'hire' costs to avoid confusion.

Proposed: Councillor Laura Davison

Seconded: Councillor Jackie Meade

Voting: F: 10, Ag: 0, Ab: 0

1685. TOWN HALL BUILDING MAINTENANCE UPDATE

The Town Clerk provided an update to the Committee on the progress of the Town Hall building repairs.

Radon

The Town Clerk provided an update with a specific museum object being detected as radioactive. The following precautions and safety have been sought and are now in place. Under the Financial Regulations 4.5, the Council has entered into three-year contract with a radiation protection company, to receive appropriate recommendations of safely storing the object temporarily and investigate in the process of safely disposing the object. The Town Clerk also provided the cost per year including site visits, RPA advice and compliance report. The long-term plan will be to provide training for an officer to undertake the duties of a radiation officer.

External Fire Escape

External fire escape plans have been submitted, currently waiting for the planning permission to be approved.

Flagpole

The current access to the roof to maintain the flagpoles has been deemed a safety risk. A contractor has been requested to examine and investigate a different option to provide a recommendation to safely access the roof to maintain the flagpole.

Lightning Conductor

A lightning conductor inspection has been undertaken. Town Clerk to provide further updates on progress and cost.

1686. WEBSITE REPORT F/24/366

The Committee reviewed Report F/24/366 which made recommendations for the provision of a new website for FTC to improve the layout and functionality of the existing website.

RESOLVED: That Quote 1 be accepted for the provision of creating a new FTC website for £2,800 set-up cost and £504 annual web hosting.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1687. WARD GRANTS

The Committee was asked to approve the Ward Grants list provided.

RESOLVED: To approve the organisations with the ward grant amounts listed below.

Organisation Name	Title of Project	Amount Awarded	Councillor
Bayle Residents Association	The Bayle In Bloom	£125.00	Cllr B Walker
Bayle Residents Association	The Bayle In Bloom	£100.00	Cllr N Keen
Bayle Residents Association	The Bayle In Bloom	£75.00	Cllr K Leigh
Bayle Residents Association	The Bayle In Bloom	£50.00	Cllr C Dickinson
All Souls Primary	Green Woman	£200.00	Cllr R West
Harbour Ward Residents Association	Christmas Tree	£400.00	Cllr N Keen
Beton Collectiv CIC	Poets' Corner Multilingual Poetathon at Kollektiv	£150.00	Cllr L Davison
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£121.00	Cllr N Keen
Tyson Road Resident	Children's xmas party on Friday	£300.00	Cllr A Lockwood

Association	13th December 2024		
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr J Meade
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr L McGirr
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£100.00	Cllr C McConville

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

The Committee was asked to consider the addition of a clause in the Ward Grant Policy Guidelines that should the event/project be cancelled, any grant received for that particular project/event should be returned to the Town Council.

RESOLVED: To include the refund clause in the Ward Grant policy.

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

1688. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 22 August 2024.

1689. DATE OF NEXT MEETING:

17 October 2024 at 7.00pm

The meeting concluded at 7:47pm

Chair.....

Date.....17/10/24.....

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.

A handwritten signature in dark ink, appearing to be 'P. Gane', is located at the bottom right of the page.

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.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 4th June 2024 at the Town Hall at 7pm.

Present: Councillors Charles Bain-Smith, Nicola Keen, Lucy McGirr, Liz McShane, Kieran Leigh, John Renshaw, Belinda Walker and Roger West.

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

102. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Abena Akuffo-Kelly.

RESOLVED: To accept the apologies from Councillor Abena Akuffo-Kelly.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 8, Ag: 0, Ab: 0

103. APPOINTMENT OF CHAIR

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

RESOLVED: That Councillor Lucy McGirr be appointed Chair of the Climate and Environment Committee for the 2024/25 Municipal Year.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

Voting: F: 8, Ag: 0, Ab: 0

104. APPOINTMENT OF VICE CHAIR

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

RESOLVED: That Councillor Nicola Keen be appointed Vice Chair of the Climate and Environment Committee for the 2024/25 Municipal Year.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Kieran Leigh

Voting: F: 8, Ag: 0, Ab: 0

105. DECLARATIONS OF INTEREST

There were no declarations of interest.

106. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment 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 2nd April 2024 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

107. 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 Climate & Environment Committee.

RESOLVED: That the existing version of the Terms of Reference remain unchanged.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

108. 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:

Allotments: Cllrs Keen, Meade and West (Cllr Lucy McGirr - Substitute if a member not available).

Fairtrade: Cllrs Akuffo-Kelly, Darling, McShane and Meade.

Parks and Open Spaces: Cllrs Akuffo-Kelly, Dickinson, Gane, Lockwood, McGirr and Renshaw.

Trees: Cllrs Chapman, Lockwood, Meade and Walker.

RESOLVED: That the Working Groups and their membership be agreed as above.

Proposed: Councillor Belinda Walker

Seconded: Councillor Roger West

Voting: F: 8, Ag: 0, Ab: 0

109. SPONSORSHIP OF PLANTING F & HDC OWNED FLOWER AND SHRUB BEDS

Further to the C & E Officer corresponding with F & HDC regarding flower & shrub bed planting, Members were updated that FTC had been advised that due to anti-social behaviour in the area, no new planting is scheduled at lower Radnor Park. Community groups, faith & youth organisations and schools can adopt flower / shrub beds and / or planters once they are no longer sponsored by FTC.



Proposed: Councillor Belinda Walker
Seconded: Councillor Roger West
Voting: F: 8, Ag: 0, Ab: 0

Tuesday 8th October 2024 at 7pm

Chair

Date _____



Folkestone Town Council Public Space CCTV Policy

Adopted ????? – Full Council – Minute ?????

1. Introduction

- 1.1 Folkestone Town Council uses a range of surveillance systems for a variety of purposes. These are managed either directly by the Town Council or, through another party.
- 1.2 The system is installed and operated with full consideration for the privacy impact on communities and the legal requirements within which it must adhere to.
- 1.3 This document, along with operational procedures, are designed to give clear guidelines to Folkestone Town Council on the use of CCTV.
- 1.4 This policy covers the commissioning of CCTV equipment; and the gathering, storage, use and disposal of visual image data.
- 1.5 The system has been notified to the Information Commissioners Office.

2. Objectives of the Public Space CCTV System

- 2.1 Folkestone Town Council operates its public space CCTV system in compliance with the Information Commissioners CCTV Code of Practice. This states that CCTV use may be necessary to address one of the following – crime prevention (including ASB); Public Safety; and/or National Security.
- 2.2 The Crime and Disorder Act 1998 places an obligation on Councils to consider the crime, disorder and environmental issues affecting the local area and ensure their activities do all they reasonably can to prevent them. The implementation and monitoring of CCTV is one activity delivered by Folkestone Town Council that contributes towards this obligation as it is one of the regulated authorities that can offer this service to the community.
- 2.3 It is important that those operating the system understand exactly why it has been installed and what the cameras may be used for. The Folkestone Public

Space CCTV System will be used for the following reasons:

- Help to Prevent and Detect Crime and Anti-Social Behaviour;
- Provide quality evidence to support Police investigations and prosecutions;
- To safeguard the most vulnerable members of the community;
- To support the management of emergencies or major incidents, along with ongoing out of hours assistance;
- To address Public Safety;
- To assist in addressing parking and traffic related issues, as resources allow.

2.4 The CCTV system will not be used for any other purpose other than those set out above.

2.5 A number of mobile CCTV cameras are used by the Town Council to provide short term CCTV coverage of public spaces identified as hotspot locations for crime or disorder and/or to assist Local Police/Council Departments in carrying out their regulatory, investigatory and enforcement duties.

3. Legislation

3.1 Folkestone Town Councils Public Space CCTV System will be operated subject to legislation below:

- Information Commissioners Surveillance Code of Practice and the 12 guiding principles (See Appendix 1)
- Data Protection Act (2018)
- Human Rights Act (1998)
- The Freedoms of Information Act (2000)
- The Regulation of Investigatory Powers Act (2000)
- The Protection of Freedoms Act (2012)

3.2 It will be ensured that the Folkestone Public Space CCTV system is operated with in the recommended BS7958 CCTV Management and Operation Code of Practice.

4. Responsibility

4.1 The Folkestone Town Council CCTV Single Point of Contact (SPOC) will be the Town Clerk.

- 4.2 Folkestone Town Council is a member of the Swale CCTV Partnership. The three partners of the CCTV Partnership are; Swale Borough Council, Gravesham Borough Council and Folkestone Town Council.

The day-to-day operations for Folkestone CCTV service is overseen by Swale Borough Councils Control Centre Manager. This person will have direct control of the CCTV System. This role will include:

- Ensure that procedures are in place for the CCTV System to be operated in a compliant manner with appropriate legislation;
- Ensure that authorised staff use the CCTV system appropriately and taking appropriate disciplinary action if required;
- Giving guidance and advice on the procurement, specification, operation and maintenance of all CCTV systems used by the Town Council;
- Advising the Town Council Officers and Elected Members on all CCTV related matters Maintaining an inventory of all CCTV systems operated by the Town Council;

- 4.3 The CCTV SPOC details will be published on the Folkestone Town Council website.

- 4.4 Swale Control Centre Operators will ensure that, at all times, the CCTV system is operated in accordance with its policy and all procedural instructions. They will bring to the immediate attention of the Control Centre Supervisor any matter that may affect the operation of the service. This will include any breaches, or potential breaches of the policy, procedures, security or data or confidentiality. They will also update the SPOC.

- 4.5 Swale Control Centre Operators will be regularly vetted for handling of personal data and images. They will also be required to hold a valid Security Industry Authority (SIA) licence and vetted by Kent Police NPPV level 1.

- 4.6 Swales Control Centre Manager will ensure that the Control Centre Supervisor and Control Centre Operators are made aware of the CCTV Policy and associated procedures as part of their induction process. There will be regular training to ensure their continued competence especially related to relevant operational, technical, privacy consideration, policies, and procedures. This will be monitored through staff appraisal and one-to-one processes.

5. Deployment of CCTV cameras

- 5.1 It is vital that in the deployment of any public space CCTV Cameras that serious consideration is given to their necessity and the impact on the privacy

of individuals using the area where cameras are installed, in line with the Code of Practice and guiding principles.

- 5.2 Other, less intrusive solutions must be considered to resolve a problem prior to the installation of CCTV.
- 5.3 Any requests for the installation of public space CCTV must be discussed with the CCTV SPOC. There will be consultation with the Police or other enforcement agencies, to determine if there is the evidence of reported crime or ASB concerns, or another justification for community safety purposes. This will include the volume and frequency of incidents, the risk level of the victim and if they are a repeat victim and if there is under reporting in the area. Consideration will also be given to the other solutions already tried to resolve the problem and how it is felt that CCTV will resolve the problem. If required, there will also be consultation with other partner agencies and communities to determine if there is a legitimate aim and pressing need for the camera.
- 5.4 If based upon the level of evidenced need and justification for its deployment, additional CCTV is agreed, any equipment installed must be of suitable quality to address this need. The equipment must be regularly maintained.
- 5.5 If a need for additional CCTV is identified, any new deployments would require a Data Privacy Impact Assessment (DPIA) to be completed.
- 5.6 There will be a regular review of all deployments of CCTV Cameras to ensure that their necessity remains. The CCTV Decommissioning procedures will be utilised should this need no longer remain. Consultation as part of this will take place with Kent Police and other appropriate partners/community members.
- 5.7 The Town Council operates a small number of mobile CCTV cameras. These are deployed to areas of increase crime/ASB and locations are agreed in conjunction with Kent Police where the need is evidenced. They are deployed for a limited period and their impact is continually assessed.
- 5.8 The Town Council does not operate 'dummy' cameras as these give a false sense of security to the public who may otherwise have avoided an area under 'real' monitoring.
- 5.9 CCTV cameras will not be installed in a way that they can view into private space such as private dwellings.
- 5.10 None of the cameras forming part of the public space CCTV System will be installed in a covert manner.
- 5.11 All areas where CCTV is deployed will have suitable signage that is compliant with the CCTV Code of Practice. The signage includes the reasons for the operation of the CCTV cameras and a point of contact for further information.

- 5.12 Additional functionality of the CCTV Cameras including the use of analytical software, automatic number plate recognition (ANPR) software and facial recognition may be used if it is felt necessary to meet the crime prevention needs of that camera system. Any Data Protection Impact Assessments (DPIA) will take this into consideration if started to utilise.

6.0 Monitoring and access to images

- 6.1 The Town Councils Public Space CCTV service is currently monitored and staffed by Swale Borough Council within their Control Centre.
- 6.2 The equipment will be capable of recording all cameras simultaneously throughout every 24-hour period. Recorded data is stored onto a hard drive and automatically deleted after 28 days.
- 6.3 A live data feed will be made available for Kent Police's Force Control Room at Maidstone.
- 6.4 Recorded images from any camera for evidential purposes shall be managed by the CCTV Control Centre.
- 6.5 Control Centre Operators are able to record images from selected cameras in real-time, produce hard copies of recorded images, replay or copy any pre-recorded data in accordance with this policy and procedure documents. Only trained, authorised, and licensed officers shall operate viewing and recording equipment. Reviews will only be undertaken for a specific, legitimate purpose, in line with Swale Control Centre Procedures.
- 6.6 The intentions of the CCTV system has a clear, defined purpose in pursuit of a legitimate aim. The data held is appropriate for the objectives of the system. The system captures, processes, analyses and stores images and data at a quality which is appropriate for its defined purpose. The data or images will not be held for longer than necessary in accordance with its objectives.
- 6.7 As the purpose of the CCTV system includes crime prevention, detection, and investigation, it must be capable of providing images and other data which are of evidential value to the criminal justice system and shared with Police and other statutory agencies. Effective safeguards will be in place to ensure that the integrity of the recorded images and data. A recorded audit trail will be in place as agreed in the Control Centre procedures. Should any recorded media not be collected within 28 days of it being made, it will be destroyed in line with the control centre procedures.
- 6.8 Images recorded may be required by authorised Council officers for lawful purposes in connection with the Council's statutory duties.
- 6.9 The CCTV System may be able to assist in third party insurance claims in relation to road traffic collisions. Such requests will only be processed if

received in writing from the insurance company formally, as agreed in the CCTV Control Centre Procedures.

- 6.10 Any subject access requests will be handled in line with the Council' subject access procedures.

7.0 Maintenance

- 7.1 To ensure compliance with the Information Commissioner's CCTV Code of Practice and to ensure images recorded continue to be of appropriate evidential quality, the system shall be maintained in accordance with the requirements of the CCTV Procedures under a maintenance agreement.
- 7.2 The maintenance arrangements will make provision for regular service checks of all equipment including cleaning and checks/minor adjustments to the equipment settings.
- 7.3 The maintenance arrangements will make provision for 'emergency' attendance on site by a CCTV engineer to rectify any loss or severe degradation of image or camera control. This will include maximum time periods for attendance and repair, depending on the severity of the impact.
- 7.4 It is the responsibility of the Swale Control Centre to ensure that appropriate maintenance records are kept.
- 7.5 Provision will be made to ensure that equipment is replaced that is reaching the end of its serviceable life.
- 7.6 There will be regular checks to determine if there is any foliage obstructing the view of the cameras and necessary cutting will be arranged.

8.0 Transparency

- 8.1 This CCTV Policy, performance information and any reviews of the system will be made publicly available to demonstrate transparency to those persons that the system is monitoring.
- 8.2 In the development or review of a CCTV scheme, consultation and engagement will take place with all relevant parties and partners to determine if CCTV is a proportionate response.
- 8.3 Any complaints in relation to the operation of the CCTV System should be addressed through the Town Councils complaints process.
- 8.4 A Data Protection Impact Assessment (DPIA) will be completed for the CCTV System and reviewed on a regular basis. An additional one will be completed if there are fundamental changes to the system such as large equipment upgrades.

9.0 Security of Folkestone Town Councils CCTV Control Centre

- 9.1 Authorised personnel will normally be always present at the Control Centre when monitoring is in progress. At times when the control room is not being monitored, it will be kept secure.
- 9.2 The Control Centre will be secured at all times.
- 9.3 In the event of the control centre being evacuated for safety or security reasons, the CCTV Procedure manual will be followed.
- 9.4 The CCTV Recorders are kept in a secure room within the Town Council. These can only be accessed by authorised officers.
- 9.5 Access to the Control Centre will be strictly limited. Where there is a requirement for an authorised officer to attend or an officer from another statutory service, their attendance will be logged as per the operational procedures. Visitors may also attend Swale Borough Councils Control Centre in conjunction with the SPOC at Folkestone or Control Centre Manager at Swale.
- 9.6 Visitors to the Control Centre that have not been Police vetted should not be able to hear any police broadcasts or review or see any live CCTV images.
- 9.7 Appropriate controls and safeguards will be put into place to protect the recorded data from cyber security threats.

———— **POLICY ENDS HERE** ————

Appendix 1: The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Fire Prevention
Management &
Procedure

Folkestone Town Council
September 2024

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Fire Safety Policy

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises, such as the Town Hall, where we lease the upper floors to Silver Screen Cinema, our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

The Town Clerk has been appointed to take charge of fire safety in this business.

Signed. Mrs Toni Brenchley, Town Clerk

Date

Adopted by Folkestone Town Council on at the ? {committee name}, minute no. ?, on the ? {date}

Understanding Fire Hazards

It helps in the management of fire safety to have a basic understanding of the exothermic chemical reaction we know as fire. It gives an insight to why precautions are required and their impact.

Fire requires three components **HEAT**, **FUEL** and **OXYGEN**. In combination these are generally referred to as the Fire Triangle shown in figure 1.

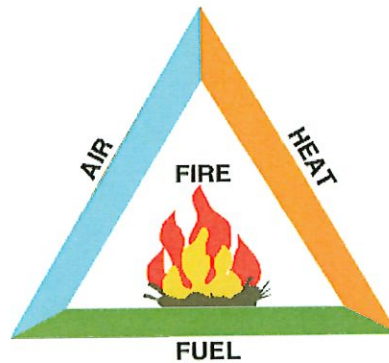


Figure 1. The Fire Triangle

It is possible to reduce the risk of a fire starting or continuing by controlling these components; remove any one of them from a fire and it will stop burning.

When a fire occurs in any part of a building it can quickly spread to other parts by **CONVECTION**, **CONDUCTION** or **RADIATION**.

Of these, convection is the most serious. Fires in enclosed places generate very high temperatures accompanied by hot and toxic smoke. This will spread through the building, finding its way through any gaps and holes in the structure. The smoke will asphyxiate people exposed and the heat will ignite flammable materials in its path.

Conduction will spread the heat from a fire through the building structure. Structural steelwork will transfer heat from a fire to any combustible material in contact with it, rapidly spreading the fire.

Radiant heat, radiating out from a fire can also cause nearby combustible materials to overheat, auto-ignite and spread the fire.

The risk of harm to people and damage to property can be controlled and reduced if an initial outbreak can be contained by structural measures or by the way the building is occupied and used.

Fire Risk Assessment

A full fire risk assessment of the whole of the Town Hall (including leased areas forming the cinema) was undertaken in accordance with legislation in May 2024, it was contracted to an external specialist Mr Mitchell Squires of:

Allsaved Limited
Unit 3 Trade Park,
Stane Street,
Billingshurst,
West Sussex
RH14 9HP

Working on behalf of Fire Security (Aylesham, Kent).

Location of Assessment

The fire risk assessment can be found via this link <S:\Health & Safety\Fire\Fire Risk Assessments\2024> or the by enquiring with the Administration Officer, who holds a centrally files hard copy of the assessment.

Results of Assessment

A number of areas were identified for improvement, which are noted in the FRA action plan on pages 36-48, at the time of writing all high and medium priority improvements have been or are in the process of been actioned. In particular; housekeeping, signage, testing and training/drills - issues surrounding replacement of fire escapes and lightning protection are ongoing, with an architectural & building consulting managing the process for procurement of replacement fire stairs and FTC staff seeking quotes for lightning protection.

Review of Assessment

The fire risk assessment, and any recommendations subsequently undertaken, will be reviewed on an annual basis by a competent person, this may be a suitably trained and experienced member of FTC staff or an external specialist. Every five years FTC will employee and external specialist to undertake a full top-to-bottom assessment of the Town Hall including leased areas.

The next review of the fire risk assessment is due on or by **7th May 2025**, or sooner if substantial changes are made to the fabric and/or layout of the Town Hall.

Employees Requiring Dedicated Evacuation Plans

There are currently no employees, regular visitors (including council members) or volunteers that require an individual evacuation plan due to reduced mobility or tother impairment that may affect their ability to effectively evacuate the Town Hall. This will be reviewed on a case-by-case basis as new staff, members or volunteers join the Council.

Fire Safety Equipment and Maintenance Procedures

Fire Safety Equipment

Fire extinguishers, both water and CO2, are located at various point throughout the building, either near exits or equipment/installations that may be considered of heightened risk, such as electrical switch rooms, plant rooms and IT cabinets. A fire safety blanket and evacuation sling for mobility impaired people is also available in the FTC staff kitchen.

Servicing & Checks

The equipment located in the Town Hall & Museum is maintained by:

Guardian Fire & Security
Byre House
Wincheap Ind Estate
Cow Lane
Canterbury
CT1 3RW

Telephone: 01227 762 128

Email: mail@guardian4security.co.uk

Annual service: Guardian

Monthly visual check: FTC staff

Location

The location of this equipment is detailed in the building plans in appendix 1, these include both the FTC/Museum occupied areas of the Town Hall and those leased to the Silver Screen Cinema.

Fire Hydrant

In addition, a UK standard fire hydrant is located in front of the Town Hall between the pillars of the portico.

Notes

The Town Hall and Silver Screen Cinema is **NOT** equipped with the following:

- Automatic sprinkler systems
- Dry riser to upper floors

Fire Detection System

The Town Hall and Cinema is a two-panel networked system using Syncro AS panels conforming to EN54-2:1997 and EN54-4:1997, using Hochiki protocol. A mixture of smoke detectors and call points are spread throughout the building, zones 1-9 have

been allocated to the Town Hall & Museum and zones 10-16 to Silver Screen Cinema, see appendix 1 for zone identification. The Silver Screen Cinema maintain their half of the system at their own cost as does FTC, with liaison to ensure that the system works as a whole and to that end is service by a single company, with FTC also responsible for the remote monitoring (via a call centre) and attending out of hours call outs (see fire procedure).

Servicing & Checks

The fire detection system (as a whole) is maintained and serviced by:

Metroline Security Limited
Unit 13
The Glenmore Centre
Shearway Business Park
Pent Road
Folkestone,
CT19 4RJ

Telephone: 01303 220 330

Email: support@metrolinesecurity.co.uk

Three-monthly service: Metroline – this includes call points, smoke detectors, magnetic door hold-backs, panel and

Weekly test: FTC staff (see test instructions in appendix 3)

Silver Screen Cinema Staff

Location

As noted above there are two panels, which are both used for testing and servicing. The FTC panel is located immediately by the rear exit on the lower ground floor, Silver Screen Cinema's is behind their counter on the 1st floor.

In actual emergencies the fire service should be directed to the lower ground floor panel as it is in the safest and most accessible location.

Cinema Liaison

The appointed person for Silver Screen Cinema for both maintenance and evacuation procedures is:

Chris Lightwing

Telephone: *****

Email: chris@folkestonecinema.com

Notes

The Silver Screen Cinema smoke detectors & panel work on a 90 second delay to enable staff to investigate for potential issues and plan an orderly evacuation – there is no delay if a call point is activated. The FTC panel will not delay the evacuation sounders and immediately sound even if the signal is from a cinema smoke detector.

Emergency Lighting

The Town Hall & Museum have two separate emergency lighting systems. The main system, which overlays the Zumtobel DALI lighting system, covers all Town Hall and Museum spaces, the council offices and staff welfare facilities have a separate system.

Servicing & Checks

Metroline are responsible for six-monthly emergency check – see above for contact details.

Six-monthly service: Metroline

Monthly test: FTC staff

Testing Office Emergency Lighting

To test the office emergency lighting isolate the power to the lighting circuits – this is done at the distribution board located in the IT (server) cupboard in the staff Kitchen (be careful not to disturb power to the IT cabinet if moving it) – the power should remain isolated for 30 minutes to test the durations of the emergency lighting system. Alternatively, a “fish key” can be used in the light switch wall plates.

Testing Town Hall & Museum Emergency Lighting

Whilst the Zumtobel system has its own automatic testing a manual test still needs to be carried out. This is done by isolating power to the lighting circuits at the distribution board in the electrical cupboard located at the bottom of the stairs on the lower ground floor – it is the tall distribution board on the righthand side of the rear wall of the cupboard.

Notes

The Cinema are responsible for maintaining their own emergency lighting

Fire Doors

Fire doors should be inspected annually as part the Fire Risk assessment review or if damaged due to vandalism or inappropriate maintenance a full schedule of fire resisting doors can be found here [6029-501rR0 Door and ironmongery details and schedule.pdf](#)

Record Keeping

A fire safety logbook is located next to the main key press in the council staff office (between the CCTV suite and Clerk’s office doors) and should be used to record the following:

- All periodic servicing of all systems & equipment by contractors
 - Fire detection system
 - Extinguishers
 - Emergency lighting
- Weekly & monthly tests by FTC staff

- Fire detection system
- Extinguishers
- Emergency lighting
- Maintenance contractor details
- Details of responsible person(s)
- Fire Drills
- Fire Training

The logbook should be replaced when full (rather than inserting loose pages) and is widely available from a variety of retailers including Amazon.

All digitally born material relating to fire procedures can be found at [S:\Health & Safety\Fire](#), where necessary there are further shortcut links withing these folder to other parts of the IT system that contain relevant information such as equipment servicing reports.

A centrally files folder of hardcopy information such as manual is held by the Administration Officer and/or the Estate Officer.

Liaison with the Fire Authority and assisting the Fire Service

Kent Fire & Rescue Service is the regional organisation, the local station is located at:

Folkestone Fire Station
Park Farm Road
Folkestone
CT19 5LT

Telephone: 01622 692121 (regional switchboard)

Folkestone Fire Station no longer operate a watch system; however their officers do attend the building on occasional familiarisation visits and also welcome invitations to do so. As fire & evacuation procedures and Museum Emergency Plans are updated copies should be given to the Fire Service, in hard copy to Folkestone Fire Station and also a digital copy to be held on the KF&RS IT system which also information to be recalled on any fire appliance attending the Town Hall & Museum.

Overall liaison with Kent Fire & Rescue Service is the responsibility of the Town Clerk, with museum specific matters also falling under the responsibility of the Museum Manager/Curator.

Training

All staff, as a minimum, undertake the online fire awareness toolbox talk provided by Peninsular on their BrightSafe portal as part of their induction. In addition, staff, if willing, will also undergo a one-day fire marshalling course provided by an external training provider such as St John Ambulance.

Fire Drills

Fire Drills must be done at least yearly and ideally every six months, this must be co-ordinated with the Cinema Manager. To initiate a fire drill the alarm monitoring centre must be given prior notice. To initiate a drill det the lower ground floor to level 2 using the code 2222, or using the key, then push the evacuate button – push reset to silence the alarm and reset the panel.

Fire Awareness: during induction

Fire Marshall Training: every three years

Fire Drills: six-monthly

Housekeeping

The Town Council will maintain a clean and tidy environment as part of its fire risk reduction – all staff, members and volunteers will:

- Ensure all walkways, fire escape routs and door remain free of obstructions
- Not allow waste to pile up in office pins, particularly the paper and card recycling bin
- Ensure security shutters and fire door are unlocked during open hours (and locked at close
- Ensure that the bin store is kept tidy and locked – it is located before the cinema fire escape
- Not overload extension leads by ensuring that the combined electrical load does not excess 13 amps, if an extension lead must be used
- Be mindful of using kitchen appliances that generate heat, such as toasters
- No place combustible material again or on top of electric radiators (either fixed or mobile), even when the unit is switched off
- Shut off all electrical equipment that is not required to run overnight
- Do not use any malfunctioning equipment and report it to the Estate Officer, Town Clerk or Museum Manager as appropriate
- Do not use any equipment that has the ability to generate heat or otherwise cause harm without prior training first and risk assessed as necessary
- Be fully aware of the precautions and handling instructions to be used when handing or using material that is covered by a COSHH datasheet and has been risk assessed, such as the use of flammable solvents for museum conservation purposes
- Ensure that paints, solvents and other flammable material is returned to the appropriate cabinet after use – the tools cabinets by the cleaners cupboard or the flammables cabinet in the Heritage Room

Museum Emergency Plan

The fire procedures also operate alongside the Museum Emergency Plan, which as well as disaster management also deals with the recovery of artefacts. A copy of the plan will always be kept with the procedure & policy document and is also available here [S:\Museum Operations\ Emergency Plans](#)

Museum emergency equipment

A museum emergency equipment trolley is located in the Plant Room, it contains a variety of equipment for use in an emergency – primarily for the protection or salvage of museum artefacts

Six-monthly content check: Museum Manager

Location of shut off valves and electricity breakers

Gas

The supply can be shut off by the gas meter, which is located in a cupboard in the Heritage Room (noted as lower ground floor room LG 13 in the plans in appendix 1 & 2). In addition the building management system (plantroom) is linked to the fire detection system and will automatically close a secondary gas shut off valve (this valve is designed to fail to safe in the event of a power failure too).

The gas supply to the Cinema can be shut off at the Cinema's own gas meter, this is located outside the building at the Market Place (rear) end of the Town hall in small cupboard below-left of the education room fire door.

Electricity

The Town Hall & Museum power supply can be shut off in the electrical cupboard located at the bottom of the stairs on the lower ground floor. In a serious emergency the fire service could request the power company to isolate the whole building – the main electrical intake for both the Town Hall and Cinema is located just inside the bin store.

Mains Water

The mains water for the Town Hall and Museum is located in a chamber below the pavement in front of the Town Hall front doors; it has a concrete lid which requires two manhole keys – the valve (and meter) marked BOOKSHOP is for the Town Hall, the one to the left is for the cinema).

Fire Procedures

Staff Contact List

Name	Fire Marshall Trained	Extension/Mobile No.
Toni Brenchley		
Roland Domingo		
Coralie Clover		
Ian Bishop		
Georgina Wilson		
Jennifer Griffin		
Liz Timmins		
Tara Cleary		
Alison Moore		
Vicky Deakin		
Jennifer Conway		
Stephen Fielder		
Ella Riley		
Cinema Manager		

Attendance Registers

All staff will sign in using the in/out board located inside the main office door; staff leaving the building for lunch breaks, external meetings etc. must move their slider to the OUT position while not in the building

All visitors, volunteers and contractor must sign in and sign out at Reception using the register and will be handed a lanyard while on the premises

Where an external body is using (or hiring) a meeting room (or similar) they will be handed a meeting register sheet which they will be responsible for completing. Likewise school groups will be responsible for maintaining a register of pupils who are in the museum. The representative from the organisation, school etc. will be responsible for ensuring that they have accounted for all people on their register to the fire marshal, Visitor Services Officer or Museum staff as appropriate.

Daily Roster & Duties

A daily roster board is located in the main office, it will be the responsibility of the senior member of staff present to nominate fire Marshall trained staff to the roles below for the day. This must be done as soon as early as possible each day.

- Duty Officer
- Office Fire Marshall
- Reception Fire Marshall
- Museum Fire Marshall (A)
- Museum Fire Marshall (B)

In general, the Duty Officer roles will be fulfilled by the Town Clerk, Deputy Town Clerk or Museum Manager. The roster board also has emergency role cards and fire marshal tabards for the nominated marshals.

Duty Officer Duties

The Duty Officer will be responsible for management of first response to any fire (or other emergency event). They will be the person liaising with Kent Fire & Rescue Service, South East Coast Ambulance Service, Police and the Cinema Manager. They will also be responsible for informing the Town Clerk, if they are not on site. The Duty Officer will also need to decide, in consultation with Museum staff whether the Museum Emergency Plan needs to go into operation.

The duty officer will also collate reports from fire marshals of defective or missing fire fighting equipment and any apparent damage to fire doors, fire call point and similar, these will be passed onto the Town Clerk for rectification at the earliest opportunity.

Fire Marshall Duties

Once nominated for the day fire marshals will visually check their nominated area as soon as possible, in particular:

- Fire exits are unobstructed & unlocked (external fire doors must have their five-lever locks unlocked but may keep the thumb screw locked as this can be opened without a key)
- Fire escape routes are unobstructed (including opening of the lower ground floor security gate)
- Fire doors are not held open with door wedges (or other manual means) – the only fire doors that remain open are those held open with magnetic hold backs
- Fire escape signage has not been defaced or removed
- Firefighting equipment is present as expected and has not been tampered with
- Fire alarm call points are functioning (a red indicator will flash occasionally) and have not been tampered with
- Fire refuge communication points are functioning (between staff toilet corridor and lower ground floor exit)

Any defect found must be reported to the Duty Officer for rectification.

Fires Outside of Open Hours

When the building is unoccupied the fire detection system will automatically alert the alarm monitoring centre who will then contact the following in order (depending on availability):

1. Ian Bishop
2. Metroline (who also have a custodian role as part of their contract)

On attending the building a visual check of the fire panel (lower ground floor) should be made, this should be done from outside without opening the rear entrance door - if the panel is in full alarm mode with fire indicator and one or more zone indicator, which should be noted, and call 999. If safe to do so walk around the exterior of the building noting any sign of fire that may help direct the emergency response.

**On no account must anyone enter the building,
particularly if attending as a lone worker**

Once the Fire Service have been called the Town Clerk or Deputy Town Clerk must be contacted to inform them that an incident is live and that the museum emergency plan will also need to be activated. The Cinema Manager must also be contacted.

Pre-alarms

Alternatively If the fire panel is in pre-alarm mode only (not a full activation) it is possible that a sensor is faulty or small smouldering fire is active. The attendee will need to judge whether it is safe to enter the building to ascertain the cause.

On no account must anyone enter the building without first contacting another colleague to inform them of their intention to enter the building (this must be a telephone call that is answered by the recipient, not a voicemail or text), who must then remain live on the telephone

If in any doubt of the pre-alarm cause call 999 and await the attendance of the fire service.

Fires while the building is occupied

The response to a fire alarm is managed through role card scheme as noted in Daily Rosters & Duties

There are two assembly points; the primary one is in front of Bon Marche and the reserve assembly point is in the square in Bouverie Place Shopping Centre.

Duty Officer Role Card

On hearing the fire alarm:

1. Be prepared to liaise with fire alarm monitoring centre at any point (they will ask if fire service attendance is required)
2. Put on fire warden tabard
3. Ensure warden duty role cards have been picked up
4. Collect staff attendance panel and Fire & Rescue Service Information Folder
5. Proceed to fire panel and check which zone & sensor
6. Assist museum fire warden with lower ground floor if necessary
7. Proceed to assembly point in front of Bon Marche
8. Check all staff, visitors and volunteers are accounted for
9. Liaise with Cinema Manager (if cinema open) to ensure that cinema evacuation is complete or inform Cinema Manager by telephone if closed and unoccupied
10. If not a false alarm activate full emergency procedures and liaise with emergency services attending
11. If the radius of danger makes the assembly point unsafe move to the reserve assembly point
12. Inform Town Clerk if not on site

Office Role Card

On hearing the fire alarm:

1. Put on fire warden tabard
2. Be prepared to accept phone call from fire alarm monitoring centre at any point, if safe to do so, and act on Duty Officer's instructions
3. Close all windows
4. Check and clear CCTV office
5. Check and clear Clerks office
6. Check and clear staff toilets
7. Check and clear staff kitchen
8. Check and clear main office
9. Check and clear Mayor's parlour
10. Exit office and building through front doors (unless blocked in which case use rear stairs and exit)
11. Assemble at assembly point in front of Bon Marche in first instance
12. Hand attendance panel to Duty Officer and report the areas responsible for are clear

Reception Role Card

On hearing the fire alarm:

1. Put on fire warden tabard
2. Be prepared to accept phone call from fire alarm monitoring centre at any point, if safe to do so, and act on Duty Officer's instructions
3. Ensure till cash drawer is closed
4. Check and clear meeting room
5. Check and clear cinema corridor
6. Check and clear lift (if on ground floor)
7. Check and clear foyer
8. Collect visitor/contractor log/councillor attendance sheet
9. Exit building through front doors (unless blocked in which case use rear stairs and exit)
10. Assemble at assembly point in front of Bon Marche in first instance
11. Report to Duty Officer areas responsible for are clear and handover visitor/contractor log

Museum Role Card

On hearing the fire alarm:

One person available undertake all tasks

Two persons; *Warden A* black and **RED** tasks, *Warden B* black and **BLUE** tasks

1. On hearing the fire alarm:
2. Put on fire warden tabard
3. **Check and clear ground floor museum displays – hand over to reception warden**
4. **Check rear stairs**
5. **Check and clear male, female and disabled toilets**
6. **Check art, heritage & collections stores are locked/unoccupied**
7. **Check and clear lift (if on lower ground floor)**
8. **Check and clear lower ground floor main displays**
9. **Check and clear education room if in use**
10. **Check and clear temporary exhibition room if in use**
11. **Check cleaners store is locked/unoccupied**
 1. *If two wardens — agree the areas are clear*
13. Exit building through rear exit
14. Assemble at assembly point in front of Bon Marche in first instance
15. Report to Duty Officer areas responsible for are clear

Appendix 1 – Fire equipment locations and alarm zones

FOLKESTONE TOWN HALL Fire Detection Zones & Fire Extinguisher Locations (Ground Floor & Lower Ground Floor)

● CO2 extinguisher ● Water extinguisher ● Zone fire detection zone

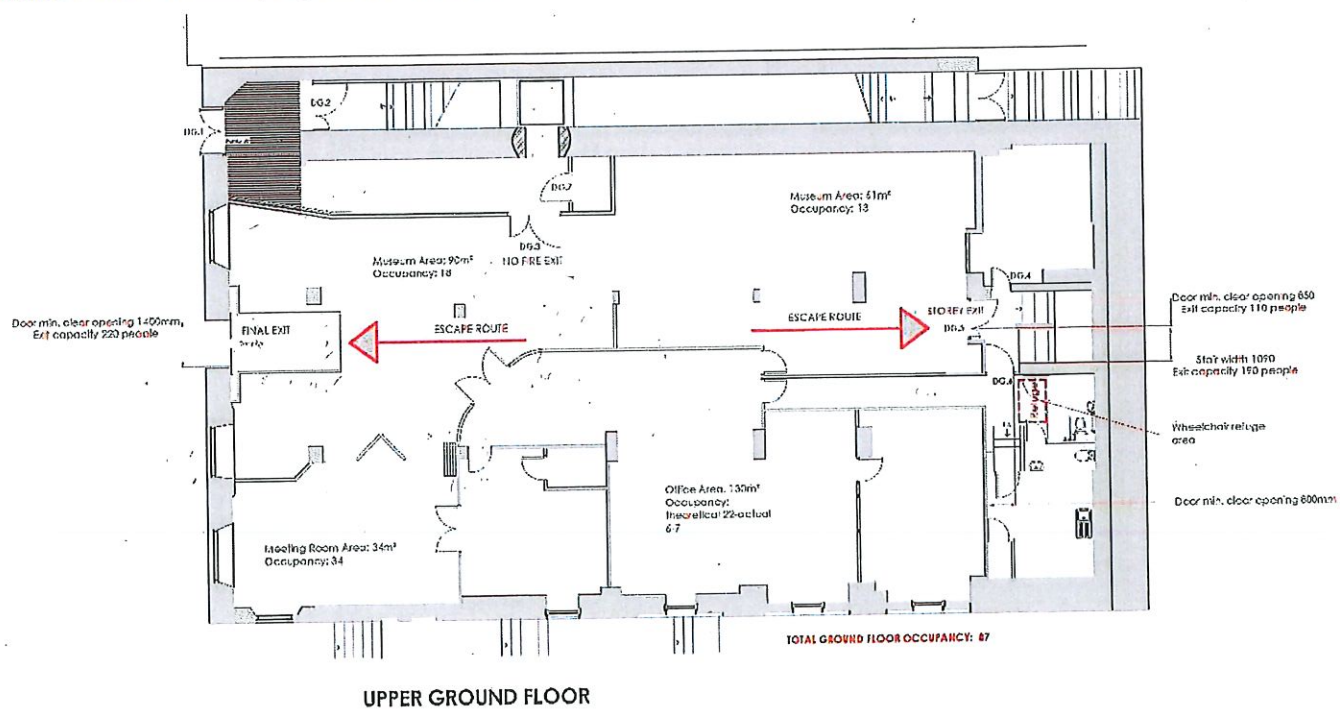


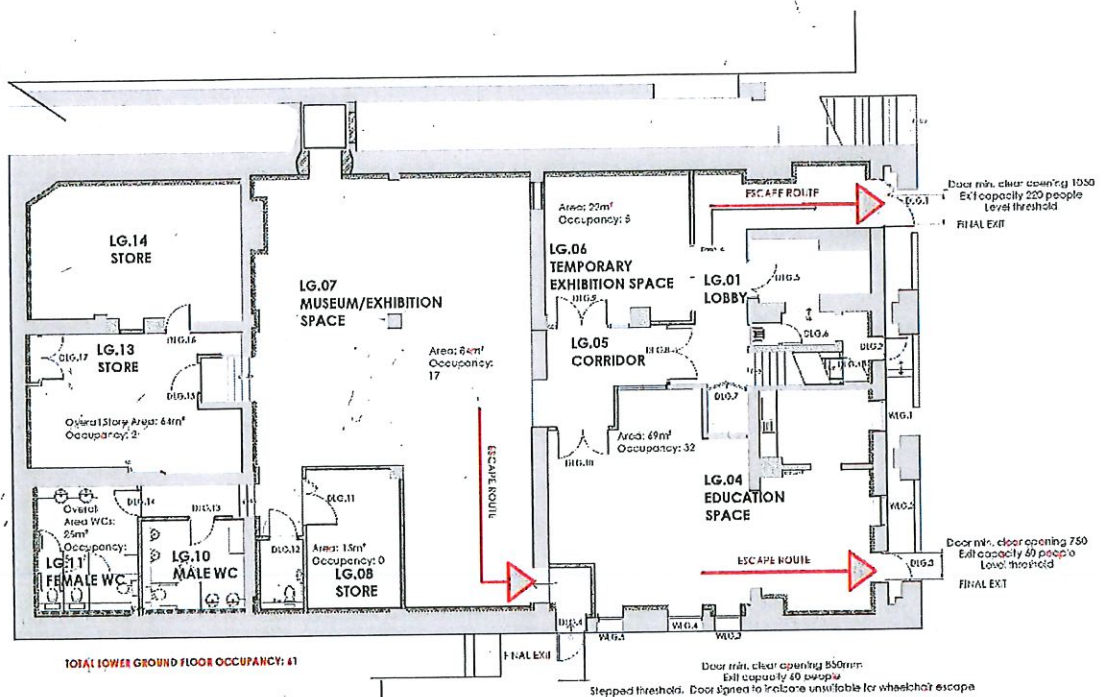
THE SILVER SCREEN CINEMA

Fire Alarm Zone & Fire Equipment Map



Appendix 2 – Evacuation routes and capacities (Town Hall only)























Appendix 3 – Weekly test instructions (Town Hall only)

FIRE ALARM CONTROL PANEL AND TEST PROCEDURE

Activate panel by inserting key (No. 38) and turning clockwise or by pushing any arrow key and then entering the code 2222 and pushing the ENTER button








TO TEST

-  FOR MENU
-   TEST ZONES    ZONES
-  TEST ZONE 1   Move through zones if needed
-  SOUNDERS   to turn sounders ON or OFF
-  SEND EVENTS TO NETWORK   to OFF
- 
-  Press 'Enter' button - warning buzzer sounds 'On Test' and 'More Events' indicators light up
-  Press 'Silence Button'

REPEAT AS NECESSARY FROM STEP 3 TO ADD ZONES 2-9 TO TEST

Test call point using back plastic key by inserting fully into the bottom and pulling sharply downwards so the bottom on the front panel drops - support the call point body with your other hand while doing this to avoid pulling it off the wall – a 2 second alarm will sound (including main alarm sounders if set to on), panel will then reset.

TO RETURN TO PANEL TO NORMAL MODE

-  FOR MENU
-   TEST ZONES    RESTORE ZONES IN TEST
-  Press 'Enter' button until all zones are cleared - 'On Test' and 'More Events' indicators will extinguish

Turn key counterclockwise and remove or if using code push exit twice then fill in test log book.



Biodiversity Statement

Adopted on ???? – Full Council – Minute ???

Purpose

Folkestone Town Council will contribute to preserving and enhancing biodiversity in the town where it is able to, either directly or indirectly through working with its partners / communities.

Considerations

The Town Council will consider the biodiversity implications of its actions with a view to:

- Protecting and conserving biodiversity
- Enhancing biodiversity where the opportunity arises.

This is in recognition of:

- The duty to have regard to the purpose of conserving biodiversity under Section 40 of the Natural Environment and Rural Communities Act 2006.
- The Biodiversity Duty - Section 102 of the Environment Act 2021 places a general duty on public authorities to conserve and enhance biodiversity.
- The Town Council's own corporate objectives to improve the local environment and contribute to wider environmental climate change goals.

Objectives

Specifically, the Town Council will:

- Work closely with the allotment associations to seek to ensure that biodiversity on the allotment sites is conserved and enhanced through good environmental practice.
- Give due consideration to biodiversity issues when responding to planning consultations, to see to ensure that opportunity to preserve and enhance biodiversity are addressed and delivered through the planning process as guided by the National Planning Policy Framework.
- Encourage good biodiversity practice through its awarding of community grants, where this is relevant to the project / activity being undertaken.
- Promote and raise awareness of biodiversity issues and good practice as part of its routine communications activities.
- Seek to ensure biodiversity issues are addressed appropriately when the Town Council is undertaking partnership work in relation to the future of the town.
- Work with Folkestone & Hythe District Council and Kent County Council in relation to street trees (including financial support for enhanced maintenance and planting of street trees), recognizing their contribution to the urban environment and biodiversity.



NB - OLD STATEMENT **Biodiversity Statement**

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020 – Minute 1692.

The Natural Environment and Rural Communities (NERC) Act came into force on 1st Oct 2006. **Section 40** of the Act requires all public bodies to have regard to biodiversity conservation when carrying out their functions. This is commonly referred to as the 'biodiversity duty'.

This duty extends to all public bodies the biodiversity duty of **Section 74** of the **Countryside and Rights of Way Act 2000 (CROW)**, which placed a duty on Government and Ministers.

The aim of the biodiversity duty is to raise the profile of biodiversity in England and Wales, so that the conservation of biodiversity becomes properly embedded in all relevant policies and decisions made by public authorities.

Folkestone Town Council will have regard to the environmental implications of development; will not support development that would materially harm protected species of animal or plant, or its habitat; and will promote and encourage enhancement of the environment.

Folkestone Town Council will seek to conserve and enhance biodiversity within Folkestone and that development that results in harm to, or loss of, features of interest for biodiversity will not be permitted.

Folkestone Town Council will be guided by the National Planning Policy Framework (NPPF) published in 2014 when reviewing planning applications. The NPPF emphasises that the purposes of the planning system is to contribute to the achievement of sustainable development and that this gives rise to the need for the planning system to perform a number of roles, such as contributing to protecting and enhancing the natural, built and historic environment and helping to improve biodiversity.

Folkestone Town Council will also be guided by the Natural England.

<http://www.naturalengland.org.uk>



Reviewed Environmental Statement

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020
– Minute 1692.

Folkestone Town Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Equipment/Materials Paper

- We will minimise the use of paper.
- We will reduce postage and packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- **We will reduce our reliance on single use plastics**

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be automated where possible, so they are switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be considered when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if hiring or sharing is an option before purchasing equipment.

- We will evaluate the environmental impact of any new products.
- We will seek to buy more environmentally friendly and efficient products.
- We will reuse and recycle wherever possible.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail, **online training (and online meetings (tbc)???)**.
- We will accommodate the needs of those using public transport or bicycles.
- We will use 'green' vehicles **whenever possible** and maintain them rigorously.

Maintenance and Cleaning

- Cleaning materials will be as environmentally friendly as possible.
- Materials used in the Town Hall will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.

Culture

- We will review this statement in consultation with staff and other stakeholders where necessary, for greater commitment and improved performance.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- **We will include sustainability in all our planning for new projects from the outset.**
- **We will partner with other organisations to share services where feasible, so we can reduce costs and waste.**
- We will use local labour and materials where available to reduce CO2 and help the community.



Collections Management Policy Pack

Name of museum: *Folkestone Museum*

Name of governing body: *Folkestone Town Council*

Date on which this policy was approved by governing body:

Policy review date:

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1. Introduction

1.1 Folkestone Museum is a wholly owned and operated service of Folkestone Town Council. It is managed on a day-to-day basis by a Curator with the assistance of two officers, all three under the guidance of the Town Clerk. The Museum service reports to the Community Services Committee of the Council with ultimate responsibility for its governance resting with 18 elected Town Councillors.

1.2 Folkestone Museum's Statement of Purpose is:

Bringing heritage and culture to the heart of our community

1.3 Folkestone Museum exists to ensure local heritage is at the heart of the community to inspire and educate. It encourages an appreciation of our shared history and cultural assets through interactive and engaging learning opportunities, accessible to all. It is committed to protecting and preserving Folkestone's wonderful collections for future generations to enjoy.

1.4 The Museum opened in 2017, the result of a £2M National Lottery Heritage Fund grant aided project to create a new museum in Folkestone's historic Town Hall. This project creating a new facility to replace the one lost in the 2000s with the closure of the old museum, which was established in 1888.

1.5 The Museum has a wide collection including social & industrial history, archaeology, natural history and fine & applied arts. It numbers some 40,000 items.

1.6 The museum received Arts Council Museum Accreditation in 2018 and complies with the highest standards of the scheme, as well as other relevant guidelines and good practice.

1.7 Folkestone Museum's collection is central to our purpose. Appropriate collections development, documentation, and conservation and care enables the museum to tell a stronger, wider story about Folkestone and its residents. Proper collections management allows our community to access more of Folkestone's heritage. It also gives other museums more confidence to work with and loan objects to us.

1.8 This policy pack underpins how Folkestone Museum will manage its collection. It lays out the guiding principles the museum team will use to ensure the museum meets the SPECTRUM 5.1 Standard. Achieving this for SPECTRUM's nine Primary Procedures is a vital pillar of the Museum Accreditation Standard.

1.9 This policy pack should be read in conjunction with:
1.9.1 Folkestone Museum's forward plan (in prep.)
1.9.2 Folkestone Museum's Collections Documentation Plan.
1.9.3 Folkestone Museum's Collections Care and Conservation Plan.
1.9.4 The museum's Documentation Procedure Manual.

2. Collections Development Policy

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/plans of the organisation:

1.1. Museum's statement of purpose:

Bringing heritage and culture to the heart of our community

Folkestone's Museum exists to ensure local heritage is at the heart of the community to inspire and educate. It encourages an appreciation of our shared history and cultural assets through interactive and engaging learning opportunities, accessible to all. It is committed to protecting and preserving Folkestone's wonderful collections for future generations to enjoy.

- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the Museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The Museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM Primary Procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6. The Museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Museum can acquire a valid title to the item in question.
- 1.7. The Museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

- 2.1. The origins of Folkestone Museum are synonymous with the misfortune of antiquarian and fossil enthusiast Mr. Samuel Joseph Mackie. His financial troubles in 1856 were personally disastrous, but they started a series of events which resulted in the formation of the first temporary museum in Folkestone. As part of the liquidation of his assets, his large collection of fossils was put up for auction on 18 February 1857. A group of local tradesmen bought them for £33, and subsequently passed their interest

to J. G. Breach, the proprietor of the Pavilion Hotel. He gifted the collection to the Town Council, with a request that it should be accessible and form the foundation of a town museum. Eventually a room was hired in Tontine Street for one year to be used as a temporary museum.

- 2.2. Natural History formed the nucleus of the original Museum collection and remains an important part of the collection today, with wonderful specimens of butterflies, shells and fossils of national significance. In the early days of the Museum, a Natural History Society was formed in 1868 with Henry Uilyett as the society's principal proponent. One of the main aims of the society was to establish a proper museum in more suitable premises.
- 2.3. In 1888 the library, reading room and Museum was established at Grace Hill. The Museum collections were transferred into the care of the Folkestone Borough Council in May 1888, and moved to the new building. It is this collection, the nucleus of which is Samuel Mackie's collection of local fossils, which has since been added to. The collection has developed to reflect the historical development of the town through archaeology, social history and fine art. In 1924 Amy Master donated an important folio of works on paper, including Italian and Spanish Old Master drawings and original engravings by Albrecht Dürer.
- 2.4. Shepway District Council was created through the reorganization of local government in 1974. There was a brief hiatus in management of the museum until Kent County Museum Service took over and reorganized the museum collection. Much of the collection went into long term storage in the Folkestone library and to various sites in Maidstone.
- 2.5. In 2007, Folkestone Heritage Working Group was established by Folkestone Town Council, to work towards the creation of a new Folkestone Museum. In June 2011 Folkestone Town Council purchased the Town Hall. The findings from a feasibility study were submitted to the Heritage Lottery Fund and evidenced that the Town Hall provided the Town Council with a suitable space to achieve their aspirations for the new museum. In April 2013 Kent County Council officially agreed to gift the old Folkestone Museum collection to the Town Council. The collection was loaned by Kent County Council initially, and gifted (with transfer of title) to Folkestone Museum once the museum gained Accreditation status.
- 2.6. Folkestone Museum opened in Folkestone Town Hall in spring 2017. All acquisitions by the museum since this opening go to Folkestone Museum under the authority given to the museum by its governing body, Folkestone Town Council, with their approval of this policy.
- 2.7. In 2023, the trustees of Creative Folkestone gifted the Metropole Collection (a collection of 20th century contemporary art collected by the New Metropole Arts Centre) to Folkestone Museum.

3. An overview of current collections

- 3.1. The collecting area of Folkestone Museum includes the town of Folkestone and the surrounding Folkestone and Hythe District Council area – excluding Hythe itself, as Hythe has its own Museum.
- 3.2. Until the Second World War, Folkestone Museum was a regionally important centre for collecting geology and natural history specimens. Many of the original fossils, geological

and natural history objects, including birds' eggs butterflies and shells remain in the collection today.

3.3 Folkestone's important archaeological past is represented by artefacts such as those from the Roman Villa on the East Cliff and an Anglo-Saxon skeleton, whilst various objects and documents record the maritime history and development of the town as a seaside resort.

3.4 The museum also holds two significant collections of art. The Master collection of 16th-19th century prints and drawings, and the Metropole Collection of 20th century contemporary art. The Museum also holds a range of pictorial items of local topographical and biographical interest.

3.5. Collection Descriptions

There are approximately 11,000 records of accessioned items in the collection – c.40,000 in total. In addition, there are c.500 objects that still have temporary numbers and c.70 unaccessioned objects which have formally entered the collection.

Agriculture	We hold a small amount of agricultural material.
Archaeology	Folkestone's archaeological past is represented by over 400 artefacts, notably objects from the town's Roman Villa and Anglo-Saxon remains. The archaeology collection does not contain any objects from after 1066.
Arms & Armour	Military history relating to Folkestone and the surrounding area.
Biology	We have over 5000 natural history specimens including birds' eggs, butterflies and shells.
Costume / textiles	There are 150 items of costume and textiles in the collection.
Fine Art	There are 879 pieces of art, including the Master collection and the New Metropole Collection.
Geology	Folkestone is a regionally important centre for geology and the museum holds c.600 specimens.
Maritime	Various documents and artefacts record the maritime history of the town.
Numismatics	The collection had over 1130 coins and medals. A number of these were stolen in the 1990s. At present, 90 objects are 'missing', 'lost' or do not have a location on our Collections Management software.
Social history	We hold over 1300 items recording the development of the town and the people who lived in it – the earliest objects in this collection are from the 1720s.
Transport	The collection includes a small number of transport items.

4. Themes and priorities for future collecting

- 4.1. The Museum collects objects with a connection to the Folkestone and Hythe District Council area, excluding the town of Hythe. These objects will represent the history and development of Folkestone and/or the people who have lived (or are living) in the area.
- 4.2. The Museum is most interested in objects dating between 1066 – 1720, and from after 1940. However, we will collect objects from outside those periods if they are assessed to meet our other criteria.
- 4.3. The Museum will attempt to acquire items offered to the Museum under the Treasure Act.
- 4.4. The Museum collects geological specimens which are of exceptional scientific interest.
- 4.5. The Museum will not add to the Natural History collection unless exceptional, and only to fill gaps, or to provide replacement specimens. The Museum will not collect birds' eggs unless, in addition to local relevance, there is sufficient proof and documentation of collecting having taken place within current law.
- 4.6. Items for the collections will only be acquired if;
 - it is within the acquisition requirements set out,
 - it is a local specimen,
 - there are no other duplicate items (unless the duplicate items are in poor condition, or the donation is of considerable interest and in prime condition),
 - the item is in good condition, or it is extremely rare,
 - it has been adequately (or can easily be adequately) identified or
 - we have sufficient storage space and appropriate storage.

4.7. Archaeological Deposition Guidelines

- 4.7.1. The Museum will not normally collect ad-hoc, one-off finds by the public. These should be directed to the Finds Liaison Officer based with Kent County Council.
- 4.7.2. As there is no central archaeological repository for Folkestone and Hythe District Council area material, Folkestone Museum will accept professionally excavated finds and archives if they fall within the Museum's collection area.
- 4.7.3. *The excavation unit/team must agree to the following conditions – this should be done in writing (an email will suffice):*
 - *The fieldwork falls within Folkestone Museum's collection area.*
 - *The archaeological material will be retrieved with regard for the standards and guidance for field evaluation, excavation, watching brief and others as appropriate, as defined by The Institute of Field Archaeologists (IFA).*
 - *Archaeological archives will be selected, retained and dispersed with consideration to the Society of Museum Archaeologists (SMA) guidelines, "Selection, Retention and Dispersal of Archaeological Collections Guidelines" 1993, either before or after deposition.*
 - *Transfer of title for the items donated will be signed over to the Museum; the unit undertaking the fieldwork will have already received signed consent from the landowner with regards to title of the finds.*
 - *A copy of the above paperwork from the landowner will be provided.*
 - *A complete inventory of the archive and associated finds will be provided.*
 - *The excavation team will provide appropriate storage for the items.*

- *The items passed to the Museum will not exceed (under the discretion of the Museum Manager):*
 - 1 folder of archives
 - 1 small box of related finds
- *Costs of the storage materials will be covered, either through a donation or by providing the storage boxes along with donation (at discretion of Museum Manager).*

5. Themes and priorities for rationalisation and disposal

- 5.1 The Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 Items may be considered for rationalisation / disposal if they are;
- hazardous or harmful,
 - have no educational or display benefit,
 - there are several duplicate items or
 - are in a state beyond repair.

5.4. Areas of specific consideration:

Archaeology – specific reference to soil samples. Items such as the soil samples that cannot be used for display or educational purposes may be subject to rationalisation.

Geology – hazardous items such as asbestos and mercury considered for appropriate and safe disposal.

Taxidermy – most of the collection will have been treated with harmful chemicals for preservation purposes and must be handled with care. A reduction of the taxidermy collection would be sensible to ensure the remaining collection is appropriately and safely cared for and can be displayed on occasion. Some of the collection is in bad condition due to neglect and must be considered for disposal. Duplicate items could be donated to a suitable Museum where appropriate.

Textiles – the reduction of textiles could be considered. Items under debate include large pieces of material. The educational and display worth of these needs to be assessed.

6. Legal and ethical framework for acquisition and disposal of items

- 6.1 The Museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other Museums

- 7.1. The museum will take account of the collecting policies of other Museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, to avoid unnecessary duplication and waste of resources.

7.2. Specific reference is made to the following Museums/organisations:

- Powell-Cotton Museum, Birchington
- Brook Agricultural Museum
- Canterbury Museums & Galleries
- The Historic Dockyard Chatham
- Dover Museum and Bronze Age Boat Gallery
- The Princess of Wales's Royal Regiment and Queen's Regiment Museum, Dover
- Royal Engineers Museum, Library and Archive
- Sevenoaks Museum

7.3 Reference may also be made to the following non-Accredited Museums/organisations where objects fall outside the collecting policies of Accredited Museums:

- Kent Battle of Britain Museum
- Canterbury Archaeological Trust
- Elham Valley Line Trust Countryside Centre & Railway Museum

8. Archival holdings

As the Museum holds archives, including photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (third edition, 2002) and 'SCAM: Standing Conference on Archives and Museums'.

9. Acquisition

9.1 The policy for agreeing acquisitions is:

At Folkestone Museum, the Museum Manager, following consultation with the Town Clerk, is the only officer permitted to sign-in and accept new acquisitions.

When a member of the Museum team, or the wider Council, is presented with a new acquisition, either in person or remotely, it must never be accepted on the spot. Ask the individual or organisation for further details about the item, refer them to this Collections Development Policy, section 4, and put them in touch with the Museum Manager. Once the Museum Manager has approved an acquisition via the appropriate procedures (see 'Object Entry' and 'Loans In' in the Collections Procedures Manual), a decision will then be made as to whether the item/s is suitable and therefore Accessioned into the collection (see 'Acquisition' in the Collections Procedures Manual).

Item/s must not be left at the museum without approval of the Museum Manager otherwise they will be treated as lost property and dealt with accordingly.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1st 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that

have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

- 10.1 As the Museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in Museums' issued by DCMS in 2005.

11. Biological and geological material

- 11.1 So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

- 12.1 The Museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

(See section 4.1 for deposition guidelines)

- 12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

- 13.1 Any exceptions to the above clauses will only be because the Museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The Museum will document when these exceptions occur.

14. Spoliation

- 14.1 The Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national Museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

- 15.1 The Museum's governing body, acting on the advice of the Museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in Museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2 The disposal of human remains from Museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in Museums'.

16. Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a Museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the Museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the Museum acting on the advice of professional curatorial staff, if any, and not of the Curator or Manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the Museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's 'Find an Object' web

listing service, an announcement in the Museums Association's 'Museums Journal' or in other specialist publications and websites (if appropriate).

- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10 Any monies received by the Museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited Museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
- 16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited Museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2 If the exchange is proposed to be made with a specific Accredited Museum, other Accredited Museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 16.13.3 If the exchange is proposed with a non-Accredited Museum, with another type of organisation or with an individual, the museum will place a notice on the MA's 'Find an Object' web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the

Museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

3. Documentation Policy

1. Introduction

- 1.1 Collections information is vital to achieving Folkestone Museum's statement of purpose. Documentation underpins every aspect of Museum activity. Recording collection information is central to accountability, management, accessibility, research, study and use.
- 1.2 Collections information is stored mainly on the Museum's Collections Management System (CMS) and as hard copies in files and envelopes.

2. Objectives

- 2.1 To demonstrate Folkestone Museum's organisational commitment to documentation by defining the procedures and standards it will follow.
- 2.2 To meet the highest standards for documentation.
- 2.3 To improve accountability for collections and collections information.

3. Definition

- 3.1 Collections information is all the information that we collect, create, hold and maintain about our collection and/or collected items. This information can include a broad range of knowledge, such as interpretation, stories, research and recorded conversation. (PAS 197: 2009).

4. Principles

- 4.1 Folkestone Museum will maintain information about all objects which enter or are already in the museum's collection (accessioned or unaccessioned).
- 4.2 We will create and maintain up-to-date information to the highest possible standard.
- 4.3 We will ensure that legal ownership and copyright are obtained and recorded for all newly accessioned items, and that due diligence paperwork is created and maintained.
- 4.4 We will maintain object and movement control measures so we know the locations of all items held by the Museum.
- 4.5 We will undertake regular reviews of the Museum's CMS to ensure they are fit for purpose.
- 4.6 We will ensure collections information is appropriately safeguarded against potential future obsolescence of the systems.

5. Procedures

- 5.1 Operational guidelines to be followed for documentation will be detailed in the Museum's *Documentation Procedures Manual* to ensure we meet the SPECTRUM standard for documentation.

- 5.2 Entry, location, movement and exit documentation will be maintained for all items that enter, move within or exit the Museum for whatever purpose, regardless of their ownership status.

6. Accountability

- 6.1 We will ensure that the Museum's CMS is the primary tool for creating and managing collections information and items for which the Museum is legally responsible.
- 6.2 We will keep copies of paper records and collection information in secure storage locations.
- 6.3 We will ensure that all data is traceable through an audit trail as to who created or edited it.

7. Requests for Information

- 7.1 We will comply with all relevant legislation e.g. Freedom of Information (2000), Data Protection Act (1998), GDPR and the Environmental Information Regulation (2004) when responding to requests for information.
- 7.2 We will review any requests for confidential data such as donor information, environmental information, valuations or site details on a case-by-case basis, and in accordance with the applicable legislation and any legal agreements or conditions of gift.

4. Collections Access Policy

1. Who we are

- 1.1 Folkestone Museum is a wholly owned and operated service of Folkestone Town Council. The Museum service reports to the Community Services Committee of the Council with ultimate responsibility for its governance resting with 18 elected Town Councillors.

2. Why we lend

- 2.1 This policy covers all loans of objects for exhibition both outgoing from and incoming to Folkestone Museum, for any duration. Folkestone Museum makes and receives loans for the following reasons:
- To make the collections more widely accessible, both physically and intellectually.
 - To enhance the reputation of Folkestone Museum and its good standing by reaching new audiences locally, nationally and internationally.
 - To further knowledge, understanding and scholarship relating to the specimens in its care.
 - To increase co-operation with other museums and galleries by the exchange of material.

3. Who can borrow

- 3.1 Folkestone Museum welcomes requests to borrow its items for inclusion in exhibitions at other UK Accredited museums and galleries (or a recognised overseas equivalent).
- 3.2 Folkestone Museum will also consider requests from other UK organisations working in the public sphere, where they can demonstrate a level of public access approximate to that the Museum provides itself *and* operates in a manner compatible with the Accreditation Scheme and conditions described below.
- 3.3 We are unable to lend to private individuals.
- 3.4 Folkestone Museum will not make any stipulation or request to those to whom it is lending or borrowing that it would itself regard as unreasonable if required of it by any institution from which it was borrowing or lending.
- 3.5 The procedure by which loans, both in and out, are handled is intended to ensure that the Museum acts in a professional and responsible way: agreeing to loan only appropriate objects to appropriate borrowers; minimising all risks and protecting objects whilst out of the Museum's direct control; managing all loan arrangements in a consistent and efficient manner and providing full documentation to support loan activities.
- 3.6 The Town Clerk is responsible for approving all loans, where an artefact or other significant work is of particularly high insurance value (in excess of £10,000) permission will additionally be given via a passed resolution of the Community Services Committee or Full Council. Responsibility for the day-to-day administration of loans is held by the Curator, in line with the Museums' Loans in and Loans Out policies and procedures.

4. How to request a loan

4.1 Preliminary enquiries

Institutions considering the loan of items from Folkestone Museum in the first instance should contact the Museum's Curator:

The Curator
Folkestone Museum/Folkestone Town Council
Town Hall
1-2 Guildhall Street
Folkestone
CT20 1DY
T: 01303 257946
E: enquiries@folkestone-tc.gov.uk

Please reference specific Folkestone Museum items wherever possible. We welcome early discussions and are happy to advise about the selection and availability of objects for loan. You can [search an increasing number of Museum artefacts on the Museum's Collection](http://collections.folkestonemuseum.co.uk/) online catalogue <http://collections.folkestonemuseum.co.uk/>

4.2. How to make a formal loan request

Once you have finalised your list (a minimum of six months before the required lending date), please write on your institution's headed notepaper to the Curator at Folkestone Museum formally requesting the loan (also at above postal address). Please ensure that you tell us:

- The title of the exhibition and outline of its scope;
 - Its dates of opening and closing to the public;
 - The dates upon which you would like the item(s) from Folkestone Museum to arrive and depart;
 - Full details of the items you wish to borrow, including their accession numbers;
 - The name, position, telephone numbers, and email address of the contact person at your institution who will deal with all aspects of the loan;
 - You must also enclose a completed:
 - UK Registrars Group Facilities Report downloadable from <https://www.ukregistrarsgroup.org/resources/ukrg-docs/> and if necessary;
 - Facilities Report: Display Case Supplement
 - Facilities Report: Security Supplement
- i) Please note that items on display in our permanent galleries may not always be available and increased standards of security will be required for high-value, portable items.
- ii) Loans in and out will be accepted for a maximum of 5 years, these will be reviewed and potentially extended for a further 5 years at the end of the period.
- iii) We lend only accessioned objects. Unaccessioned/deaccessioned material may be made available for lending through educational handling material in cooperation with Folkestone Museum's Learning Team.

5. Period of Notice

To allow enough time to administer the loan, the Museum requires the final list of items needed to be received a minimum of six months in advance of the start date of the exhibition.

6. After receiving your request

- 6.1 Folkestone Museum will inform you in writing/via email within 2 months whether your request has been successful.
- 6.2 The decision to lend is based on several factors such as the availability of the item, its condition, and environmental and security conditions.
- 6.3 Folkestone Museum's Collections Manager formally approves all requests or extensions to loan periods.

7. If your request is successful

- 7.1 Once approved, we will send you an estimate of the total costs involved in fulfilling your loan. These include but are not limited to framing, mounting, the preparation of condition reports, professional photography, conservation of objects/replacement objects (if on permanent display) and adaptations to permanent displays for long term loan items. Transport & packing, and insurance costs should all be arranged and paid for by the lender. However, the Museum will work with the borrower to keep these costs to a minimum such as not sending a courier unless a clear need is identified, undertaking only essential conservation and sharing transport with other lenders if possible. Folkestone Museum do not currently charge a loan administration fee, but reserves the right to do so for overseas borrowers. Where appropriate, we will discuss any customised or specific aspects of Folkestone Museum's Loan Policy.
- 7.2 Once the costs are finalised, a copy of Folkestone Museum's Outward Loan Form will be sent by the Registrar to the named contact at the borrowing institution. This form must be signed, showing acceptance of our conditions together with the estimate and returned. Then work can begin on preparing the items requested for your exhibition.

8. If your request is unsuccessful

Folkestone Museum will always clearly state the reasons for refusing a loan but may suggest alternative objects or other institutions that the borrower can approach.

9. Guidance

9.1.1 Outward Loans

Borrowers will have to demonstrate that the specimens they have requested form an important part of their display and that the exhibition itself is coherently thought through and intellectually valid. In deciding whether to lend or borrow, Folkestone Museum will also take account of:

- The absolute importance of the object
- The structural condition and stability of the object
- Whether specific objects could be obtained elsewhere
- Whether the loan enables objects to be seen in their country of origin and therefore increase access for First Nation peoples, subject to a reasonable expectation of their return

- Whether a significant publication is involved as this increases access to and interpretation of collections in the longer term
- The resources available within Folkestone Museum to administer the loan and the notice period (at least 6 months is preferred)
- Key objects which may form part of the Museum's school workshops will not normally be considered for loan
- Whether the request would conflict with Folkestone Museum's own display plans or detract from the intellectual coherence of an existing display

9.1.2 The borrower must agree to comply with the regulations set out in Museum's Loan documentation and must sign the Museum's loan agreement.

9.1.3 If the loan item(s) are part of a collection held in Trust the relevant trusts must be advised of the loan request.

9.1.4 Folkestone Museum does not currently charge for loans. It does, however, request that the loan costs are covered by borrowers as outlined in the 'Conditions for Loans' section.

9.1.5 Folkestone Museum will not lend to any exhibition which includes objects where there is any suspicion that they may have been stolen, illegally excavated or illegally exported from their country of origin or any intermediate country, in violation of that country's laws or any national and international treaties, including the 1970 UNESCO Convention.

9.1.6 The condition of all loan material will be checked on departure and arrival by Collections staff.

9.2 *Inward Loans*

9.2.1 Incoming Loans will only be accepted if they have been actively requested by a member of Collections or Interpretation staff, such as for exhibition or research purposes, and will be returned to the lender immediately afterwards.

9.2.2 Loans in will not be accepted for more than 5 years, though loans can be reviewed and extended after this period if necessary.

9.2.3 The Museum agrees to abide by the loaning institution's or individual's conditions.

9.2.4 The Museum will ensure that all key arrangements are agreed in writing and that each loan is adequately recorded within the Museum's collections management systems.

9.2.5 The condition of all loan material will be checked on arrival and departure by the Curator of Heritage Support Officers.

9.2.6 The Museum does not normally accept material on long-term loan.

9.2.7 Unless there are compelling and legitimate reasons, hazardous objects and substances will not be accepted under any circumstances (e.g. firearms, objects containing asbestos, explosive, flammable, poisonous, potentially carcinogenic or radioactive material).

5. Care & Conservation Policy

1. Objectives

- 1.1 To set a framework for:
- The preservation of all the collections in the care of Folkestone Museum.
 - Preventative and remedial conservation of the collection.
 - The safe use and access to collections, within the limits of the museum's resources.

2. Context

- 2.1 The safety and preservation of the museum's collection will be considered from the outset of any plans to alter the displays or storage, to modify the buildings or to allow access to any part of the collections.
- 2.2 The Museum will ensure that best practice standards are met and will use the *Benchmarks in Collections Care* for guidance.
- 2.3 The Collections Care and Conservation plan will address areas of care & conservation that need to be improved.
- 2.4 The museum does not contain any working historic items.

3. Preventative conservation

- 3.1 The museum is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The museum cares for the collections in store, on display and, by setting suitable requirements, on loan.
- 3.2 The details are listed in the Collection Care and Conservation Plan and include:
- Awareness of vulnerable objects.
 - Identifying threats to the collection.
 - Checking building condition.
 - Building maintenance.
 - Inspecting and cleaning the museum.
 - Housekeeping and cleaning objects on open display.
 - Condition checking the collection.
 - Collections Care and Conservation records.
 - Environmental monitoring including temperature, relative humidity, light and dust.
 - Environmental control and improving the environment.
 - Pest monitoring and managing the threat from pests.
 - Equipment maintenance.
 - Storage materials and methods.
 - Display materials and methods.
 - Transporting objects.
 - Collection care resources.
 - Professional advice.
 - Remedial conservation and working with conservators.
 - Training for the collection care team.

4. Remedial Conservation

- 4.1 Conservation activities will be organised on a prioritised basis to make the best use of the available resources. Priority will be given to:
 - Display items
 - The remedial treatment of vulnerable or damaged objects
 - Care initiatives identified by audits and surveys
- 4.2 Objects will be selected for treatment in consultation with the Museum Management Committee and specialist conservators if required. Only the Management Committee is able to authorise remedial conservation.
- 4.3 A mutual agreement is to be reached through discussion with relevant parties as to the conservation approach and treatment.
- 4.4 The museum has access to external conservation expertise through the South East Museums Partnership. Any problems or concerns relating to the care of the collection are referred by the Museum Manager/Curator to an appropriately qualified conservator.
- 4.5 The museum will check the suitability of conservators chosen to work or advise on the collections. A conservator accredited by the Institute of Conservation (ICON) or a conservator listed on the Conservation Register will normally be chosen.
- 4.6 No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.
- 4.7 Only suitably trained and qualified conservators will carry out remedial treatment on objects.

5. Documenting conservation

- 5.1 Folkestone Museum will document all work carried out to aid conservation, from collections review surveys to details of remedial conservation, in line with the Documentation Policy. The *Collections Management Procedures Manual* details the procedures the museum uses.