



# FOLKESTONE TOWN COUNCIL

Date of publication: 29 March 2021

## AGENDA

Meeting: **Community Services Committee**  
Date: **5 April 2022 (Tuesday)**  
Time: **7.00 p.m.**  
Place: **Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Community Services Committee**  
(All other Councillors for information only)

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Community Services Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, Committee Chairman or Town Clerk.

A handwritten signature in black ink that reads 'Jennifer Childs'.

**Jennifer Childs**  
**Town Clerk**

- 1. APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
- 3. MINUTES**  
To receive the Minutes of the meeting of the Community Services Committee held on 1<sup>st</sup> February 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

- 4. FOLKESTONE MUSEUM REPORT CS/22/309**  
The committee is asked to receive and note the attached report.
- 5. COMMUNITIES & EVENTS OFFICER REPORT CS/22/310**  
The committee is asked to receive and note the attached report.
- 6. DATE OF NEXT MEETING**  
7<sup>th</sup> June 2022 @ 7pm

## FOLKESTONE TOWN COUNCIL

**Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 1<sup>st</sup> February 2022 at 7pm.**

**Present: Councillors Abena Akuffo – Kelly, Ann Berry, Peter Gane, Nicola Keen and Roger West (Chair).**

**In attendance: Vicky Deakin, Communities & Events Officer**

### **1172. APOLOGIES FOR ABSENCE**

Apologies from Councillors Paul Bingham were received and approved.

### **1173. DECLARATIONS OF INTEREST**

None

### **1174. MINUTES**

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 10<sup>th</sup> October 2021 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting held on the 10<sup>th</sup> October 2021 be received and signed as a correct record.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

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

### **1175. CHRISTMAS LIGHTING AND FESTIVITIES**

The Communities and Events Officer updated the Committee on feedback from the Christmas 'Big Switch On' event on 6<sup>th</sup> November 2021 and presented initial proposals for the 2022 event.

After some discussion Members suggested the following:

- That the annual Festive Parade include pre-recorded festive music and Carols with the C & E Officer pursuing the possibility of involving the Rotary Club of Folkestone with their Father Christmas & Float.
- Replace the cloth tote gift bags with branded smaller paper bags to include items such as small neon glow sticks, branded bubbles and crayons.
- FTC consider / pursue the viability of delivering a Christmas market on Guildhall Street for the full day on the date of the Christmas 'Switch On' event.

### **1176. TOURISM WEBSITE**

The Communities & Events Officer updated the Committee regarding the overall performance of the Visit Folkestone and Hythe tourism website, which launched in May 2018, and the target audience reached in the last 9 months with the feedback which had been received. A soft relaunch is proposed ahead of the Easter holiday this year.

Members were informed of a tourism website content call - out that FTC are

currently conducting and communicating to all local tourism service providers offering the opportunity to update existing images and copy or provide brand new content to be published free of charge.

#### **1177. ANNUAL KWIK CRICKET TOURNAMENT**

The Committee were asked to consider approving this annual sports event to be organised for 2022 after the success and gratitude from all schools involved with the 2021 tournament.

**RESOLVED: That the annual event be organised for a date convenient for primary schools to take part in May 2022 funded by the Youth Facilities Budget.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

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

#### **1178. AIR SHOW / ARMED FORCES DAY BUDGET 2022 / 23**

The Communities & Events Officer reported that the Council had agreed £22,800 for the Air Show / Armed Forces Day 2022 event, however FTC is developing an application to host the 2023 National Armed Forces Day and are therefore planning a small - scale event for 2022. Members therefore considered reallocating the currently agreed funds to new budget codes and

**RESOLVED: That providing FTC's funding support is acknowledged on all projects including those led by F & HDC with the installation of plaques at The Leas flowerbed planting site(s), the £22,800 budget Council agreed for 2022/23 should be reallocated viring to new budget codes where required as follows:**

|                                           |       |
|-------------------------------------------|-------|
| Air Show (FHDC Match Funding)             | £4000 |
| Armed Forces Day                          | £3800 |
| QPJ - Beacons Event                       | £3000 |
| QPJ – Canopy for the Reign                | £6000 |
| QPJ – Leas Flowerbed (FHDC Match Funding) | £6000 |

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

Members asked that the C & E Officer pursue the possibility of those schools, community & faith groups, youth organisations etc. that do not have sufficient / viable space to accommodate trees as part of the 'Canopy for the Reign', instead to have a large pot planted with a Queen Elizabeth Rose (both provided by FTC) to acknowledge the Queens Platinum Jubilee to ensure a fully inclusive initiative.

The C & E Officer was also asked to pursue the viability of trees being planted in the verge on the Birkdale Drive roundabout as part of the scheme.

#### **1179. ARMED FORCES DAY**

The Communities & Events Officer updated the Committee on the plans for FTC to host a lunch for local Veterans, Cadets and Military charity representatives this to acknowledge this years Armed Forces Day on Saturday 25<sup>th</sup> June 2022, with an agreed budget of £3,800.

**Noted**

**1180. SUMMER OVER STREET UMBRELLAS STREET PROJECT**

The Communities & Events Officer briefed the Committee on a proposal for an over street umbrella installation on Guildhall Street supported by local businesses, the Town Team and championed by Cllr Mary Lawes. The project is estimated to cost £17,000 ex VAT in the first year and £13,000 ex VAT per annum.

**RESOLVED: That £2,000 be released from the 2021/22 Local Projects Budget subject to FTC supporting the project in approving a Town Grant application received at the next Full Council meeting.**

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

**1181. ARTWORK**

The Committee considered providing support for an application from local business MPL Group to the District Council's High Street Fund to install a new piece of artwork on the rear and side of their property in Rendezvous Street.

Further to Members reviewing the artists impression of the draft artwork it was

**RESOLVED: That FTC support the application in principle based on a less dramatic and more sympathetic design for Folkestone than that of the current proposal being installed.**

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo-Kelly

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

**1182. FOLKESTONE MUSEUM REPORT CS/22/304**

The Committee received and noted report CS/22/304.

**1183. DATE OF NEXT MEETING**

5<sup>th</sup> April 2022 @ 7pm (provisional)

Meeting concluded at 7.40pm



This report will be made public  
on 29<sup>th</sup> March 2022

**Folkestone  
Town Council**



Report Number: **CS/22/309**

**To:** Community Services  
**Date:** 5<sup>th</sup> April 2022  
**Responsible Officer:** Town Clerk  
**Subject:** Museum

**SUMMARY:**

This report provides an update on Folkestone Museum's work covering the period 23<sup>rd</sup> January to 29<sup>th</sup> March 2022.

**REASONS FOR RECOMMENDATION:**

The long-term agreement between the Town Council and National Lottery Heritage Lottery (principal funder) to deliver its heritage objectives: to preserve and enhance the town's heritage through the provision of Folkestone Museum.

**RECOMMENDATIONS:**

1. To receive and note report **CS/22/309**

Aims and Objectives – Maintaining an accredited museum  
Financial Implications – Meeting the requirements of NLHF & Council within budget  
Equal Opportunities – Access to all

## **1. Introduction**

The Museum has continued to open on a five-days-per-week basis alongside the Town Hall. During February and March Covid-19 restrictions ended, despite this visitors remain understandably cautious, with a total of 4,200 visits for the last quarter of the financial year that last compared to 7,700 for 2019 (the last pre-pandemic year), a trend that is reflected in museum and cultural destinations nationally.

Undoubtedly the next few months will give a greater insight into visitor confidence, and we hope that with the launch of the Easter holidays programme (see <https://folkestonemuseum.co.uk/whats-on/>) that we can encourage people to visit, in confidence and safety.

## **2. Exhibitions**

A chance, with the first 'FolkeFest: Folkestone Contemporary Folk Festival', which ran during March 2022 (as an experiment in reviving the Folkestone folk scene), led to the opportunity to display some of the Folkestone International Folklore Festival (1961-1997) archive which was recently gifted to the Museum.

The display included archive photographs, costume and ephemera, with the material being selected by the FolkeFest community and the Museum Curator. Given the timeliness of this it was decided to postpone the mounting of the temporary display of John James Wilson paintings to a little later in the Spring.

Further progress has been made on developing the HM Queen Elizabeth's Platinum Jubilee display, programmed for the start of May. Likewise the partnership with the Shorncliffe Trust about Brigadier Charles Smart, Canadian Commanding Officer at Shorncliffe Garrison (April 1917- December 1918) continues to pick-up pace, with an anticipated opening date of 30<sup>th</sup> April, in time for Local & Community History Month, which runs for the month May.

## **3. Outreach and Education**

The Heritage Support Officer (Audience Development) has been working with Mundella School to community curate a display of the Museum's natural history collections. This is part of a wider project led by South East Museums Development, who are developing best practice guidance for museums and schools in a post pandemic world, Folkestone Museum will feature in this as a case study, its work being seen by museums across Kent, Sussex, Hampshire, Surry, Berkshire and Oxfordshire.

During the reporting period the Museum hosted three school visits, while a relatively low figure it should be noted that it is a short reporting period and has included a half-term holiday. The Heritage Support Officer (Collections Access & Development) held a further two home-schooler workshops which have been attended by 25 children and their parents.

Informal workshops on Saturdays and school holidays have continued to prove popular. The February half-term was themed around Vikings, picked up on their



raid of Folkestone during 991AD, with shield and helmet making taking place. The first of the Saturday Makelt! workshops was themed around medieval seals, with the town's Cinque Ports seal taking pride of place; the second workshop looked at lifecycles, picking up on British Science weeks 'growing' theme.

The Museum welcomed the first of this year's work experience students on 25<sup>th</sup> March, with another three booked to take place during the school year. This has been the first opportunity to have secondary school and college students in since 2019 due to the pandemic.

Looking forward, a series of adult focussed study workshops are being developed by Isle Heritage, who will use the Museum as a venue for one day introductory sessions about archaeology. These will be led by well-known local archaeologist Dr Andrew Richardson. The Museum is also working with Dr Richardson on the pilot of a youth engagement programme involving the Kent Youth Justice Team and English Heritage.

#### **4. Friends of Folkestone Museum**

As previously reported The Friends of Folkestone Museum Annual General Meeting took place on 12<sup>th</sup> February, via Zoom. As well as long-time Chair Angela Conyers stepping down other committee members deciding to retire included Yvonne Hutchcraft, Jenny Coleman, Linda Bauer, Maggie Thomas and Julie Ledger; we would like to thank them for their support & advocacy for the Museum.

A new Chair, Andy Thomas-Eams joins the committee as does Mark Hourahane and Roberta Harrold. Committee meetings are due to restart shortly, with the hope of welcoming their very successful monthly talks back in the Museum proper, yet still maintaining an online element for those that prefer.

#### **5. Collections Development & Care**

The volunteer led work on the Arthur Brough Collection has now been completed with the archive fully catalogued and digitised. At the time of writing the data and images have been exported for display on the Leas Pavilion Archive's (LPA) website. In due course, working with the LPA, it is hoped to undertake a partial redress of the Fashionable Folkestone display case to record Arthur Brough's impact on the mid-20<sup>th</sup> Century Folkestone theatre scene.

#### **5. Volunteering**

The volunteer inductions previously reported have now taken place, with the first of the inductees starting work on the Folkestone International Folklore Festival Archive. As schools return after the Easter break we plan to involve the new volunteers in this aspect of the Museums work.

#### **7. Town Trail**

The final graphic work for the additional Radnor Park heritage panel has been completed by John Sims of Picture This, after much work by Cllr Richard Wallace and a team of content research volunteers. The placement licence for the panel

placement was received in Mid-March, with a site inspection following on 25<sup>th</sup> March. Installation should take place towards the end of April on a date yet to be confirmed.

## 8. Corporate Plan KPI Performance 2021-2022 Financial Year

| KPI                                           | October-December | January-March | Year to Date |
|-----------------------------------------------|------------------|---------------|--------------|
| <b>D9</b><br>No. of visitors to the Town Hall | 5,499            | 4202          | 23,644       |
| <b>D11</b><br>Website visits (Museum only)    | 5,175            | 5,950         | 20,127       |
| <b>D12</b><br>Facebook likes                  | 2,596            | 2,709         | 2,709        |
| <b>D13</b><br>Twitter followers               | 632              | 644           | 644          |
| <b>M1</b><br>Exhibition room bookings         | 1                | 1             | 3            |
| <b>M2</b><br>Volunteer hours                  | 150              | 135           | 405          |
| <b>M3</b><br>No. of school visits             | 17               | 6             | 28           |
| <b>M4</b><br>No. room bookings                | 2                | 0             | 4            |

\*All in September

*NB the Folkestone Museum Instagram account also has 1,731 followers (up from 1,693 reported in CS/22/304)*

This report will be made public on 29<sup>th</sup> March 2022

**Folkestone  
Town Council**



**REPORT NUMBER CS/22/310**

**To:** Community Services Committee  
**Date:** 5<sup>th</sup> April 2022  
**Responsible Officer:** Town Clerk  
**Subject:** Communities and Events Officer Report

**SUMMARY:**

The report provides an update on the delivery and development of services and events led by the Communities & Events Officer covering the period from 1<sup>st</sup> February 2022 to 29<sup>th</sup> March 2022.

**REASONS FOR RECOMMENDATION:**

The Town Council is committed to the continual development of its services and events.

To identify what aspects of our Community Services within Folkestone Town Council require priority development, and to consider the provision of additional services to enhance existing resources. Therefore, there is a need to show evidence of current provision and those to be considered for the future.

**RECOMMENDATIONS:**

- 1. To receive and note Report CS/22/310**
- 2. To agree to hold the annual Christmas Switch On event on Saturday 19th November 2022**

Aims and Objectives – *To enhance the current services to the community*  
Financial Implications – *Services Budget 2022/23 £99,800*  
Equal Opportunities – *Access to all*

## **1. INTRODUCTION**

- 1.1 The purpose of this report is to summarise the development of projects, events and initiatives from Feb 2022 to April 2022.

## **2. KWIK CRICKET**

- 2.1 The C & E Officer is currently liaising with Folkestone Cricket Club and Three Hills Sports Park regarding the organisation and delivery of this year's Annual Primary Schools Kwik Cricket tournament scheduled to take place at the end of May or beginning of June 2022.
- 2.2 Folkestone Cricket Club will produce the fixtures list and assist with coordination of the overall event.
- 2.3 Folkestone Secondary Academy have been invited, once again to support the tournament with year 9 / 10 student Sports Leaders providing square leg umpiring and scoring for each set of matches.

## **3. CHRISTMAS LIGHTING AND FESTIVITIES 2022**

- 3.1 The Communities and Events Officer will update the Committee in respect of developing plans for 2022 including details on the following:
- Festive Parade to include pre-recorded festive music and Carols with the C & E Officer pursuing the possibility of involving the Rotary Club of Folkestone with their Father Christmas & Float.
  - Small cloth branded tote gift bags to include items such as small neon glow sticks, branded bubbles and crayons.
  - The viability and potential plan to deliver a Christmas market on Guildhall Street for the full day on the date of the Christmas 'Switch On' event.

## **4. VISITOR INFORMATION SERVICE AND VISIT FOLKESTONE & HYTHE WEBSITE**

- 4.1 The C & E Officer continues to work in partnership with F & HDC and other stakeholders to promote and enhance the [visitfolkestoneandhythe.co.uk](http://visitfolkestoneandhythe.co.uk) tourism website. FTC are distributing a mailshot to continue engagement with local tourism providers in seeking new content, images, event details etc. and support of these businesses in profiling and featuring them on a rotational basis.

## **5. ARMED FORCES DAY**

- 5.1 The Communities & Events Officer will update the Committee in respect of developing plans for FTC to host a formal lunch for local military and civic dignitaries (including Geoff Miles – Deputy Lieutenant of Kent who has already accepted the invitation), Veterans, Cadets and Military charity representatives to acknowledge this years Armed Forces Day on Saturday 25<sup>th</sup> June 2022.