

# Folkestone Town Council



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## AGENDA

Meeting: **Community Services Committee**  
Date: **3 April 2018 (Tuesday)**  
Time: **7.00 p.m.**  
Place: **Town Council Offices, The 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.

**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 6 February 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

**4. FOLKESTONE MUSEUM REPORT CS/18/229**

The committee is asked to receive and note the attached report.

**5. CHRISTMAS LIGHTING REPORT**

The Committee are advised that a full review of the infrastructure for all Christmas lighting installations including power columns is currently being conducted in partnership with Kent County Council and Shepway District Council for Folkestone Town Centre and Cheriton High Street and a report of the findings will be brought to the Community Services Committee meeting on 5 June 2018 to facilitate consideration and a decision of how to proceed with the Christmas lighting schemes.

**6. FAIRTRADE STATUS**

Folkestone Town Council acknowledges the need to promote Fairtrade within the Town and recognises the work of the Fairtrade Foundation in improving the conditions of farmers and communities in the developing countries. Folkestone Town Council supports the principles promoted by Fairtrade and has been working to achieve Fairtrade Town status. The Visitor Services Officer is leading on this project as it forms part of the Corporate Plan and as such, will brief the Committee on progress and necessary actions to achieve the required goals.

**7. KENT AND MEDWAY STROKE SERVICES CONSULTATION**

The Joint Committee of Clinical Commissioning Groups for Hyper Acute and Acute Stroke Services in Kent and Medway agreed to proceed to consultation on the proposals to establish hyper acute stroke units in Kent and Medway, and the potential location of these units. The formal public consultation on the proposals will run until midnight on Friday 13 April 2018. A wide range of information, including a full version and summary of the consultation document, consultation questionnaire, information on public meetings and events, some frequently asked questions, as well as detailed supporting documents about the information considered in developing the proposals, is available at [www.kentandmedway.nhs.uk/stroke](http://www.kentandmedway.nhs.uk/stroke).

The Committee are invited to respond to the consultation.

**8. TOURISM WEBSITE**

Folkestone Town Council are continuing to work with the Shepway Tourism Business Advisory Board and Visit Kent to develop the tourism microsite (see the Visit Thanet site as a guide of the template used: <http://www.visitthanet.co.uk/>) that will cover the Shepway area (soon to be renamed Folkestone & Hythe District) with a proposed soft launch date of mid-April with a full launch scheduled for the end of May.

As a member of the Editorial Board, Folkestone Town Council are leading as data stewards to populate, update and manage content for the new website and the Communities and Events Officer began this process when the staging site became available on Friday 23<sup>rd</sup> March.

**9. DATE OF NEXT MEETING – 5 June 2018**

## FOLKESTONE TOWN COUNCIL

**MINUTES of the Community Services Committee meeting held at the Folkestone Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 6 February at 7pm.**

**PRESENT: Councillors Emily Arnold, Ann Berry, John Collier, Carol Sacre, Sue Wallace, Pat West and Roger West (Chairman).**

**In attendance: Vicky Deakin – Tourism and Community Events Officer**

**953. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mary Lawes.  
Councillor Claire Jeffery was absent.

**954. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**955. MINUTES**

To receive the Minutes of the meeting of the Community Services Committee held on 21 November 2017 and to authorise the Chairman of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting on 21 November 2017 be received and signed as a correct record.**

Proposed: Councillor Ann Berry  
Seconded: Councillor Sue Wallace  
Voting: F: 7, Ag: 0, Ab: 0

At this juncture, Members resolved to bring Item Numbers 9, 10 & 5 forward.

Proposed: Councillor Ann Berry  
Seconded: Councillor Sue Wallace  
Voting: F: 7, Ag: 0, Ab: 0

**956. TREE AND POND WARDEN ACTIVITIES AND TRAINING - FEBRUARY**

Cllr Richard Wallace briefed the committee on details of the key events being run by the Kent Tree and Pond Wardens throughout February and March. Councillors or other community-minded individuals may wish to participate.

**957. TREE WORKING GROUP MEETING UPDATE AND TREE WATERING /ADOPTION SCHEME**

Cllr Richard Wallace and the Tourism and Community Events Officer provided an update from the Tree Working Group meeting held on Friday 2<sup>nd</sup> February 2018.

**958. CHRISTMAS LIGHTING AND FESTIVITIES REPORT CS/18/226**

Report CS/18/226 was considered by the Committee.

**RESOLVED:**

- i) **To receive and note report CS/18/226**
- ii) **That a full review of the infrastructure for all Christmas lighting installations including power columns be conducted in Folkestone Town Centre and on Cheriton High Street and a subsequent report of the findings be brought back to the Community Services Committee meeting on 3 April 2018 to facilitate consideration and a decision of how to proceed with the Christmas lighting schemes.**
- iii) **Establish with Millennium Quest if there would be potential for the current contract to be extended on Cheriton High Street for one year only.**
- iv) **That the Christmas festivities and event for Folkestone be held on Friday 30<sup>th</sup> November 2018 and the Cheriton Ward event be held on the following evening of 1<sup>st</sup> December 2018.**

Proposed: Cllr Emily Arnold

Seconded: Cllr Sue Wallace

Voting: F: 7, Ag: 0, Ab: 0

**959. FOLKESTONE MUSEUM REPORT CS/18/222**

The committee received and noted the report.

**960. TOURISM WEBSITE**

The Tourism and Community Events Officer updated the Committee regarding the progress of the new Visit Folkestone tourism website in development with the Tourism Advisory Board and Visit Kent.

**961. FOLKESTONE, HYTHE, ROMNEY MARSH & THE DOWNS TOURISM GUIDE**

Members received details of all associated costs for production and distribution of the guide including a breakdown of the financial contribution received from external organisations.

**962. YOUTH FACILITIES**

**i) Folkestone Optimist Hockey Club – Schools Coaching**

The Town Council has supported the Folkestone Optimist Hockey Club since the 2011/12 financial year. The Tourism and Community Events Officer has been in communication with the Hockey Club and they have provided inter school tournaments as well as coaching for the past year. The Committee currently has £1,700 earmarked in the Youth Facilities budget for this. The Committee is asked if it wishes to release the funds from the 2017/18 budget.

**RESOLVED: That the funds be released to Folkestone Optimist Hockey Club to deliver coaching.**

Proposed: Councillor John Collier

Seconded: Councillor Sue Wallace

Voting: F: 7, Ag: 0, Ab: 0

ii) **Cricket Coaching**

Since 2010 the Community Services Committee has agreed to fund free Kwik Cricket Coaching for all the primary schools in the Town. In the past the coaching has been hugely successful with most schools taking part with an average of 20 children per session. The Committee is asked if it wishes to release the £2,100 provided in the Youth Facilities Budget for the cricket coaching to continue in 2018/19.

**RESOLVED: That the funds be released to Folkestone Cricket Club to deliver coaching.**

Proposed: Councillor John Collier

Seconded: Councillor Sue Wallace

Voting: F: 7, Ag: 0, Ab: 0

**963. ARMED FORCES DAY**

The Tourism and Community Events Officer briefed the Committee in respect of proposals for Armed Forces Day on Sunday 1<sup>st</sup> July 2018. The 2018/19 budget for this event is £3,730. The Committee is asked if it wishes to resolve that this event is hosted and organised by Folkestone Town Council at The Leas Cliff Hall (contingency plan for inclement weather) and Leas Bandstand.

**RESOLVED: That the funds be released, and the event be held on Sunday 1<sup>st</sup> July at The Leas Cliff Hall and Leas Bandstand as per the draft programme.**

Proposed: Councillor John Collier

Seconded: Councillor Sue Wallace

Voting: F: 7, Ag: 0, Ab: 0

**964. SHORNCLIFFE TRUST**

The Committee considered the benefits of potential partnership working with the Shorncliffe Trust. Shorncliffe Trustees; Corporate Partners and Sponsors are passionate about history and heritage by helping to preserve the legacy at Shorncliffe for future generations. Given our WWI interpretations and displays within Folkestone Museum and our comprehensive Civic/Military Commemorations calendar it may be appropriate to establish more links of this nature locally.

**RESOLVED: That the Shorncliffe Trust be advised to apply for grant funding through the Town Council Grant Scheme.**

Proposed: Councillor John Collier

Seconded: Councillor Emily Arnold

Voting: F: 7, Ag: 0, Ab: 0

**965. FOLKESTONE BUS STATION PUBLIC TOILETS**

Further to Folkestone Town Council receiving numerous telephone and in person complaints from members of the public regarding the closure of the toilets at Folkestone Central Bus Station, the Committee considered the potential for this facility to be reopened and whether we can encourage and support this service.

**Noted**

**966. FLOWER AND SHRUB BED MAINTENANCE 2018/19**

The Committee were asked to approve the release of £31,182.51 from the 2018/19 Parks, Gardens & Recs budget for the annual shrub and flower bed maintenance.

**RESOLVED: That the funds be released providing SDC assure the Town Clerk that plaques acknowledging Folkestone Town Council's contribution to the scheme are installed in every sponsored flowerbed.**

Proposed: Councillor John Collier

Seconded: Councillor Carol Sacre

Voting: F: 7, Ag: 0, Ab: 0

**967. DATE OF NEXT MEETING – 3 April 2018**

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**Chairman – 3 April 2018**

This report will be made  
public on 27 March 2018

**Folkestone  
Town Council**



Report Number CS/18/229

**To:** CS/18/229  
**Date:** 3 April 2018  
**Responsible Officer:** Town Clerk  
**Subject:** Museum Manager's Report

**SUMMARY:**

Folkestone Museum has been open since the last weekend in May with many events, exhibitions, and community engagement opportunities occurring in the months since. The intent of this report is to summarise the progress since the previous report and to touch on progress with forward planning and Accreditation. Additionally, updates about exhibitions and events will be mentioned. This is the last report of this financial year.

**REASONS FOR RECOMMENDATION:**

The Town Council has committed to source funding from the Heritage Lottery to deliver its objective to preserve and enhance the town's heritage. There is a need to show evidence of working with the community and stakeholders as part of the programming agreed by the Council and the Heritage Lottery. Furthermore, the next step of the project is to build a comprehensive forward plan, establishing policies, procedures, and good working practice. All of these feed in to gaining accreditation for the Museum to secure ownership of the collection as set by the loan agreement with Kent County Council.

**RECOMMENDATIONS:**

- 1. To receive and note Report CS/18/229**

Aims and Objectives – Gaining accreditation for the Museum  
Financial Implications – HLF Funding  
Equal Opportunities – Access to all

## **1. Introduction:**

The intent of this report is to summarise the progress of the Museum, from the middle of January to the start of March 2018.

## **2. Conservation and Collection's Care**

- 2.1 The audit of the collection inventory is still progressing. Each object is being photographed and the contents of boxes and shelves are being compared with the previous audit to ensure accuracy. Good advancement has been made with the inventory audit, the entirety of the social history ephemera has been photographed and catalogued. The team has moved onto the art collection. Archaeology will take more time as it requires more specialised skill to identify and categorise. Consideration is now being taken to migrate information to the Modes database.
- 2.2 All donations, conservation, and storage management is kept to Spectrum standards with the anticipation of submitting our accreditation application in the summer.

## **3. Website**

The website now has a functional 'What's On' page that links to relevant associated information (e.g. an artist's website or exhibitor's project context information). Additionally, the page now links to the website Billeto which affords the museum the ability to host bookable events with issued tickets. This service allows for capacity control and helps gauge interest and attendance.

## **4. Events and Exhibitions to Date**

- 4.1 The story of the Chinese Labour Corps, or CLC, has until recently been greatly overlooked in the context of WWI history. Folkestone Museum, in partnership with Durham University Oriental Museum and The Meridian Society, opened an exhibition revealing the immense contribution these men made to the war effort: building roads and docks; assembling equipment; digging trenches; and clearing mines. The exhibition's preview event took place on the 30<sup>th</sup> of January and was very well attended with approximately 50 guests. The exhibition opening featured on the radio, television, Facebook live, and received newspaper press coverage. John de Lucy, whose grandfather's photographs made up the bulk of the exhibition, gave a talk to add a personal history to the collection and how the exhibition came to be. The talk saw a turnout of approximately 20 people. Wenlan Peng, the exhibitor and the head of The Meridian Society screened her film and gave a talk to a group 12 people about the history of the Chinese Labour Corps and how they ended up in the position to provide support to the front lines. The largest event hosted in tandem with the exhibition was a large celebration of the Chinese New Year. The Museum was awash in colour and sound as the New Year was brought to life. There were dragon dancing workshops in the education room culminating in two



performances in front of the Town Hall. There was live music, crafts, calligraphy, and face painting. The turnout was incredible topping more than 300 people and the public response was very positive. Later in the month, the author of *The Betrayed Ally*, Frances Wood gave a talk about their book and the history of the CLC. The closing event before the end of the exhibition was a ceremony held at Shorncliffe Cemetery to commemorate and honour the six men from the CLC who lost their lives in Folkestone and have been laid to rest in the military cemetery. It was well attended by more than 40 guests ranging from school students to military personnel.

- 4.2 The next exhibition launched on the 22<sup>nd</sup> of March; it's titled Kent Collects and focuses on the collections of the local community. Curated by artist Karen Pamplin Browne, it showcases art and collections by noted local artists Uli Jaeger, Ann Bridges, Malcolm Allen, Rachel Dickens, and Karen herself. Additionally, the exhibition is taking over a section of the Collectors cabinet in the lower gallery to bring the exhibition into our static gallery space. There will be associated talks and workshops with the exhibition.
- 4.3 February half term saw the Museum host a few workshops run by the Young Animators Club. Around 20 kids of all ages spent the day creating stop motion films following the theme of the Chinese New Year.
- 4.4 Pavement Pounders founder David Lay gave a talk about his current oral history project in which he is collecting stories about childhood during WWII. He played pieces of audio and shared stories gathered from people in the Kent seaside towns of Folkestone, Hythe, Margate and Ramsgate.

## **5. Future Events and Exhibitions**

Over Easter, the museum will be holding drop in craft sessions for families and will again be hosting workshops by the Young Animators. They will be picking up the Kent Collects theme and will spend the morning at the Warren looking for objects to use in their animations. The museum will be hosting a book launch in April for Phil Vasil and his book about Walter Tull, in anticipation of our Walter Tull exhibition at the end of the year. There will also be various talks and workshops around our exhibition themes, notably when we host a self-curated art exhibition in tandem with the Kent Downs and Finding Eanswythe Project.

## **6. Friends of Folkestone Museum**

The Friends of Folkestone Museum has now run a few talks and will be hosting a visit from the Friends of Tunbridge Museum at the end of March.

## **7. Forward Planning**

- 7.1 The Museum is now in its final draft stages of the Forward Plan and will hopefully be ready for presentation for the next Committee Services Meeting.
- 7.2 The temporary audience development post has been recruited and started 19<sup>th</sup> March.
- 7.3 Progress is being made on Accreditation. Museum staff attended a training seminar on Accreditation documentation in relation to collections documentation, collections care, and forward planning. One of the presenters was the Museum's Accreditation advisor who was able to provide a bit of feedback and guidance on the current progress of the application.

## **8. A Small Sampling of Visitor Feedback**

"The Chinese Labour Corps exhibition is exceptional – in terms of content and in terms of the way in which it has been realised – through wonderful industry and collaboration."

"A wonderful exhibition. I learnt a lot about Folkestone and the surrounding areas, heritage and history. Thank you so much. Keep up the good work"

"Very well presented and laid out. Very informative."

"Very nice distraction from the 'modern world'"

### KPIs update

- M1 – 2017 Temporary exhibitions booked - 5
- M1 – 2018 Temporary exhibitions booked - 6
- M2 – 2018 Volunteer Hours (collections, research,) – approx 300 hours
- M3 – 2018 Educational Visits - 3
- M3 – 2018 Educational Workshops - 8
- M4 – 2018 Paid educational room bookings - 2