



2000/01
Community Safety Preventing Crime and Disorder
2002/03
Fostering Business Growth
2008/09
Tackling Climate Change

29 March 2010

NOTICE OF MEETING

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

will meet on

Wednesday, 7 April 2010

beginning at

10:00 am

in

Bursledon Windmill

TO: Councillors Airey, Cross and Millar
County Councillors Broadhurst, Davidovitz and Kyrle
Mr Egleston, Mr Jackson & Mrs Sutton, Hampshire Buildings Preservation Trust
Ian Douch, Hampshire County Council
Jo Lawler, Hampshire County Council
Dr Janet Owen, Hampshire County Council
Diccon Bright, Area Co-ordinator, Eastleigh Borough Council
Councillor J Misselbrook, Bursledon Parish Council

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RICHARD WARD
Head of Legal and Democratic Services

AGENDA

1. Apologies
2. Minutes (Pages 1 - 4)
3. Appointment of Vice-Chairman
To be made from the Borough Council members
4. Acting Site Manager's Report (Pages 5 - 12)
5. Date and Venue of Next Meeting

BURSLEDON WINDMILL JOINT MANAGEMENT COMMITTEE

Wednesday, 14 October 2009 (3:00 pm – 4:20 pm)

The meeting was held at the Civic Offices, Leigh Road, Eastleigh

PRESENT:

Representing Eastleigh Borough Council - Councillor Millar

Representing Hampshire County Council – Councillors A Broadhurst,
Davidovitz and Kyrle

Ian Douch	- County Museums and Archives Service
Jo Lawler	- County Museums and Archives Service
Mrs Sutton	- Hampshire Buildings Preservation Trust

Apologies for absence were received from Councillors Airey and Cross and Mr Jackson (Hampshire Buildings Preservation Trust)

1. APPOINTMENT OF CHAIRMAN

RESOLVED –

That Councillor Broadhurst be appointed as Chairman of the Committee for the year 2009-10.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED –

That the appointment of Vice-Chairman for the year 2009-10 be deferred to the next meeting.

3. MINUTES

The Minutes of the meeting held on 22 April 2009 were agreed as a correct record.

4. ACTING SITE MANAGER'S REPORT

The Acting Site Manager introduced a report detailing activities and events at the Windmill site between April and October 2009.

A different activity had been held every week of the school holidays throughout the year. These were family friendly and mainly bookable at £2.50 per child, with the Big Draw and Christmas and New Year events free. Activities had included Dough Monsters, Mosaic Windmills, Harry the Harvest Mouse and Gears and Windmills.

Added Value Days had also been offered, usually on a Sunday, when an additional attraction was included in the normal visit to the Windmill. This attraction was free to those visiting, whether or not they paid for the standard Mill visit. On 27 October, for example, during half term, two free Spider Sessions would be run at the same time as the Big Draw at the Windmill event.

The Windmill had been represented at the Autumn Pumpkin Festival at the Royal Victoria Country Park on 10 October, attended by 99 people. The small rotary quern had been trialled at this event, purchased as a piece of equipment to take to such events and easier to work for younger visitors to the mill.

Booked visits to the Windmill took place on Tuesdays and Wednesdays. Brownies, Bursledon WI, a local Art Group, and a Camera Club were among the groups visiting during the year.

Two educational sessions had been worked up and trialled as family activities during the summer. It was expected that these would become part of the educational offer for Reception and Year 1 children, and that more school visits would be made when the package was complete. The Committee was surprised at the small number of schools visiting the site and asked that encouragement to visit be given to schools. A further report on educational activity was requested at the next meeting.

Visitor figures for April to September had increased on the previous year, with the exception of June, when an added interest Sunday for National Insect Week had been offered in 2008, but not in 2009.

The Hereward grain from the Leckford Estate had now all been used and the Acting Site Manager was trying to find an alternative supplier. So far it had only been located in Oxfordshire and the Committee was mindful of the environmental implications of bringing grain from further away, whilst also acknowledging that commercial customers needed to be satisfied. The Windmill was now supplying 13 branches of the Southern Co-op and other outlets were showing an interest in purchasing flour.

A major maintenance check of the pole end of the windshaft of the Windmill and the sails had been carried out during the year, the results of which had been satisfactory. This would in future be carried out on an annual basis. The sail canvases and ropes were also in good condition, following a repair to an accidental tear earlier in the year, which had given the contractor an opportunity to assess these.

It was AGREED that the report be noted.

5. REVENUE BUDGET ESTIMATE 2010-11

The Head of Operations introduced a report of the Head of the County Museums and Archives Service, concerning progress with the current year's

budget and the forward estimate for 2010-11.

At a meeting on 15 October 2008 the Committee had agreed to recommend a budget of £67,000 per partner for the 2009-10 financial year. However, at a subsequent meeting, this figure had been increased to £68,200, to take into account a new staffing structure for the Windmill's revised opening hours. Monitoring of the budget indicated that it would be possible to manage within this cash limit.

The net estimate for 2010-11 was £66,800, which was a decrease of £1,400 on the 2009-10 estimate. Each partner would be required to contribute £33,400. The decrease was largely due to decreased staff costs, although the opportunity to reduce the income target had offset some of this saving. This was a cash limit and the budget would be managed within this figure, with no further inflation allocation being made during the year.

It was AGREED –

- (1) That the budget required to maintain the proposed levels of service be noted; and
- (2) That the constituent authorities be notified of the required contributions.

6. PUBLIC ACCESS TO THE WOODS

The Area Co-ordinator informed the Committee that the Borough Council's Countryside Service had previously leased and maintained the woodland to the east of the Windmill site but that, due to a change of policy, this was no longer the case.

A discussion took place concerning the possible future payment for leasing and managing the site by the Joint Management Committee.

It was AGREED –

That the Area Co-ordinator be requested to establish the value of the land and bring a report to a team meeting of Bursledon, Hamble-le-Rice and Hound Local Area Committee.

7. DATE AND VENUE OF NEXT MEETING

It was agreed that the next meeting would take place on Wednesday 7 April 2010, at 2pm, at Bursledon Windmill.

(The time of this meeting is subject to change, due to an Easter children's activity taking place at the Windmill on this afternoon.)

Acting Site Managers Report

Report of the acting site manager of Bursledon Windmill
Contact: Jo Lawler Tel: 023 80 404999

1 Introduction

This report covers the period April 2009 to March 2010. It updates the members on the activities and events at the museum.

2 Activities and Events

2.1 School holiday events programme April – March.

A different activity every week of the school holidays, through out the year. These are family friendly and either free drop in or bookable at £2.50 per child taking part.

Date	Male Adult	Female Adult	Child	Activity
07/04/09	1	7	14	Dough Monsters Book
08/04/09	2	4	8	Dough Monsters Book
14/04/09	0	4	7	Spring Flour Pictures Book
15/04/09	0	3	4	Spring Flour Pictures Book
26/05/09	0	2	4	Windmills from paper & willow Book
27/05/09	1	5	11	Windmills from paper & willow Book
28/07/09	4	10	20	Dough craft – double session Book
29/07/09	1	13	26	Dough craft – double session Book
04/08/09	1	11	21	Mosaic Windmills Book
05/08/09	0	8	13	Mosaic Windmills Book

11/08/09	0	7	11	Harry the Harvest Mouse Book
12/08/09	2	7	11	Harry the Harvest Mouse Book
18/08/09	1	7	11	Pond Creatures Investigation Book
19/08/09	0	2	6	Pond Creatures Investigation Book
25/08/09	2	4	7	Gears and Windmills Book
26/08/09	3	8	11	Gears and Windmills Book
01/09/09	0	6	15	Weaving With Nature (double length session) Book
02/09/09	1	5	14	Weaving With Nature (double length session) Book
27/10/09	10	25	32	Big Draw at the Windmill & Spider session Free
28/10/09	0	5	3	Big Draw at the Windmill Free
22/12/09	7	16	22	Christmas celebrations in the Barn Free
23/12/09	4	7	11	Christmas celebrations in the Barn Free
29/12/09	13	9	6	New Year celebrations in the Barn Free
30/12/09	3	1	1	New Year celebrations in the Barn Free
16/02/10	3	12	18	Flat Pack Bird House Box £7.50
17/02/10	11	17	18	Flat Pack Bird House Box £7.50

2.2 Added value days

These events are days, usually Sundays, when an added attraction is included in the normal visit to the Windmill. This added interest attraction is free to those visiting whether they decide to pay to do the standard Mill visit or just drop in for a coffee. The Spider session which took place on the first of the Big Draw days was successful. Some who had come for the drawing became involved in the spider sessions and vice versa. It was a fine day and most had in fact come to draw. The Wednesday started wet, hence the smaller turn out.

The French petrol driven milling machine was demonstrated as an added extra on Sundays 14th , 21st and 28th March for the National Science and Engineering Week. There was also a short trail sheet for the children for these days. On each of these Sundays the attendance has been in the 80s, effectively two thirds capacity.

2.3 Forthcoming fairs

The Meet the Chef event was set up by Hampshire Fare to promote Hampshire Fare members products to the managers and chefs of the 16/18 Fuller’s pubs in Hampshire. This year the fairs we are involved in to advertise the windmill both as a visitor attraction and as a working mill, all happen in the latter half of the tax year. We will also be trialling the new small rotary quern at the Pumpkin festival. This quern was purchased this year as a piece of equipment to take to events and as an easier to work quern for the younger visitor at the mill. October fest took place at HCC museums Milestones site so for the purposes of service visitor figures those marked down in the table immediately below are counted as Milestones visitors not mill visitors.

Date	Male adult	Female Adult	Child	Activity
18/05/2009	35	25	0	Meet the Chef – Hampshire Fare event
10/10/2009	79	97	99	Autumn Pumpkin Festival - RVCP
16/10/2009	69	92	0	Octoberfest – Milestones (VIP evening)
17/10/2009	82	123	129	Octoberfest – Milestones
18/10/2009	55	71	95	Octoberfest – Milestones

2.4 Group Visits

Booked visits to the mill take place on Tuesdays and Wednesdays. Occasionally named groups also visit on Sundays in these cases they are counted as drop in visitors not as a group in our visitor figures. To give an idea of the sorts of groups interested in visiting the mill I have included Sunday visiting ones in the following chart.

Date	Male adult	Female Adult	Child	Group Name
08/04/09	1	1	2	family visit
26/04/09	approx 25	approx 20	approx 6	4 Classic Car groups as part of "National Drive In Day"
20/05/09	0	7	15	1 st Locksheath Brownies
27/05/09	2	2	5	2 family visits
14/07/09	5	2	0	Yinnon & new Councillors
15/07/09	6	30	0	Bursledon WI
19/07/09	0	2	0	Local Art Group
21/07/09	3	8	15	7 th Itchen Beavers Group (Southern)
04/08/09	0	2	0	small group visit
11/08/09	1	0	2	family group visit
19/08/09	2	2	0	family group visit
01/09/09	1	1	2	family group visit
09/09/09	0	2	0	family group visit
27/09/09	approx 6	approx 4	0	Durley Camera Club
20/10/09	2	0	0	family group visit

3 Education

Following the workshop in December 2008 two sessions were worked up and trialled as family activities during the summer. These were the Harry the Harvest mouse and the Gears and windmills. This was done with the expectation that these will become part of the educational offer for Reception & Yr1 children. Money has also been acquired to purchase a stuffed Barn Owl for use in both family and educational activities. Our harvest mouse has been used in a trial of the Session with a small group of children from Wykeham House School. We are currently awaiting the teachers comments. The barn owl has arrived and I am soon to acquire suitable storage facilities for it at the Mill.

Date	Male adult	Female Adult	Child	School
01/04/09	0	2	11	Mark Way School
21/04/09	1	6	14	Out of School Club Steiner Waldorf School
29/04/09	0	5	17	Ladybird Nursery, Highbury College
02/09/09	3	5	12	Out of School Club Steiner Waldorf School
06/10/09	0	6	38	Woodcot Primary School
02/03/10	0	2	7	Wykeham House school

4 Visitor figures for April –Sept 2009

A comparison with the figures for the same period last year show for the most part a healthy increase. The dip in numbers in June 2009 may in part be put to the fact that June 2008 included an added interest Sunday for National Insect week. This was not offered in 2009. Numbers have increased in part due to the Windmill being included in the Culture-All passport offer. Due to the lack of credit card facilities on site we have lost out on the income from sales of the card. We have however sold one which entitles us to a part share in the online sales of the passes. The windmill was closed for only two days during the cold spell; one Wednesday and one one both in January. We gained Manor Farm and Royal Victoria Country park visitors in January due to those sites being closed on more occasions than we were.

Visitor Figures	2009/10	2008/09	% change
April	520	384	35%

May	509	312	63%
June	192	354	-46%
July	425	317	34%
August	720	641	12%
September	390	219	78%
October	425	316	34%
November	242	193	25%
December	214	Not Known	
January	201	112	79%
February	264	164	61%
March	395	Not Known	

5 Flour sales & Production April – Sept 2009

Sales of the blended flour stopped in early June 2009. From then on we have only sold wholemeal flour in the three qualities, fine, medium and coarse. We began to supply the Southern Co-op with 500g bags of fine, medium and coarse flour in May of 2009. We now supply the Southern Co-op branches in Stockbridge, Wickham, Alresford, Lee-on-Solent, Denmead, Milford-on-Sea, Romsey, Bishops Waltham, Titchfield, Overton, Odiham, Alderholt, and Tadley. The figures in brackets are the amounts of flour supplied to Southern Co-op in those months (the total figure is inclusive of the Co-op flour). Since January we have been supplying Moorgreen hospital as well as the Co-op, and Pickwells farm Shop. We received our new supply of Hereward wheat on 24th November and we were able to mill on the following day. Test baking and bagged happened the following week. We received our second delivery of 2 tons of grain on 9th March 2010.

	Total Flour sales in kg 2009/10	Total flour sales in kg 2008/09	
April	144	73	
May	231 (45)	72	

June	342 (165)	101	
July	160 (65)	140	
August	222 (40)	206	
September	174 (65)	101	
October	191 (60)	80	
November	12	130	
December	195 (110)	49	
January	102 (10)	51	
February	248 (80)	54	
March	138 (50)	153	

6 Site and Buildings

This year saw the first major maintenance check of the pole end of the windshaft and the sails. This will be a yearly activity starting this year. All is reasonably satisfactory. After the second October/November maintenance visit it was decided to take a closer look at the Pole end when we next have the access platform. The next maintenance check April/May 2010 will take a good look at the pole end (to which the sails attach), looking closely into the cracks in the beam and getting advice from a wood work specialist known to Ian Clark.

The sail canvases and ropes are also in good condition. The repair of an accidental tear earlier this year allowed the contractor to assess their current state.

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